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ABSTRACT

A comprehensive plan for the development of equitable library service on a cooperative and cost effective basis in Coos County is presented in this report. Topics covered are library resources and services in the county, cooperative library service organization, utilization of total resources and services, special needs and special services, staffing, planning and implementation, funding, governmental relationships, and an alternate plan. Other sections of the report provide such characteristics of Coos County as geography and climate, characteristics of library service in the county, and recommmended pilot projects. Appendices include the basic assumptions of the report, library statistics, maps, and selected references. (JD)

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# COOS COOPERATIVE LIBRARY SERVICE

## Guidelines for Cooperative Library Service, Coos County, Oregon

1979

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April 3, 1979

Mrs. Alice Holt, President
Coos County Library Association
2611 Liberty Street
North Bend, Oregon 97459

Dear Mrs. Holt:

I am submitting with this letter the report of a recommended plan for the development of library service for the people in Coos County, Oregon, entitled, **Coos Cooperative Library Service**. The study and the report were developed through working with individuals and groups in Coos County. The City of Coos Bay was the fiscal agent for the Oregon State Aid Grant to Coos County Library Association funding the study and report. The Coos County Library Association worked with me as an Advisory Committee. The report was prepared in draft form and presented to the Coos County Library Association for review. The comments from this review have been incorporated in the development of this final report.

I am appreciative of the work of the many people who so willingly participated in this study. I wish to express special thanks to Carol Ventgen, Librarian, Coos Bay Public Library, who assisted me with scheduling, arranging meetings, with the review of the draft report and with the other necessary activities in relation to the study and the report.

I wish the best to the people of Coos County for continuing progress toward providing quality library service to all of Coos County through cooperation.

Sincerely yours,

Phyllis I. Dalton

Phyllis I. Dalton,
Library Consultant

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# ABSTRACT

TITLE: **Coos Cooperative Library Service**

AUTHOR: Phyllis I. Dalton, Library Consultant, Sacramento, California

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ABSTRACT: A plan for recommended action in the development of library service on a cooperative basis in Coos County, Oregon, is presented in this report. The report is concerned with cooperative actions which will result in equitable library service for all of the people in Coos County on a cost effective basis. Included, also, are recommended new or expanded programs to ensure that each person has suitable library service available - a service which meets geographic and physical needs. Basic library service is recommended for total accessibility - a service which makes accessible those materials needed by all people on a countywide basis. Funding from all levels of government is recommended in the plan as developed. A basic organization is recommended for the cooperative service as well as a financial base. Cost effectiveness is a basic consideration. An alternate plan for cooperative library service is also presented.

Several concerns are highlighted in the report. Among them is the fact that the present public library service is provided for 36,725 people in incorporated cities supporting public libraries and for 26,475 people living outside cities supporting public libraries. While the funding from all sources is presently inadequate to provide basic library service, the cities are financing libraries on a per capita basis at approximately four times the amount that the County is providing. The report recommends a basic

minimum funding for public library service to all 63,200 people in Coos County on an equitable and increased per capita basis. A countywide library serial levy, with funds allocated on an equalization basis, is recommended as a method of providing a part of the funding for public libraries in Coos County. An alternate method of funding is to increase the appropriation for libraries and library service in the incorporated and unincorporated areas, thus giving the service a higher funding priority than it is presently accorded.

The report considers and makes recommendations concerning the present union catalog, the teletype service and the interlibrary loan service. It makes recommendations concerning the extension of service by means of a bookmobile, van library service and books-by-mail to those residents who cannot utilize library service in any other way. Identification is made of possible location of service outlets for the bookmobile and interim service points between bookmobile visits. These locations are recommended, also, as possible service outlets in the alternate plan for cooperative library service. The future effectiveness of the Coos County Library Association is reviewed as well as cooperation with adjoining counties among all types of libraries.

Discussed in the report are the demographic and geographic features of Coos County as well as the economic status. These factors are considered in their relation to countywide library service. Included in the report, also, is a review of why some residents are now non-library-users. Recommendations are made on how non-users can become users. Consideration is given to the existing library service and its ability to meet the needs and desires of all of the residents in Coos County.

Basic to the plan are recommendations concerning the kinds of service which should be provided to the people of Coos County and the breadth and depth of these services. The method proposed for accomplishing the recommendations is based, primarily, on a continuation and a strengthening of the Coos County Library Association. The countywide library service will continue to be provided through the existing libraries and will build on present strengths existing in Coos County. Each library will provide the needed services to all residents of Coos County at the level the financial base allows and will

cooperate with all libraries in areas where cooperative activities are program effective and cost effective. Each of the public libraries will remain autonomous in its governance but will be funded on a countywide basis.

The basic elements of the plan for library service in Coos County are:

1. A cooperative plan for library service to utilize effectively all resources and services and make them available to every resident of the County.

2. A defining of the responsibility and role of each type of library in the County to enable all libraries to coordinate services and resources in a unified cooperative library service.

3. A substantial increase in the funding of public library service through the present public libraries which will ensure an equal amount expended per capita for all residents in Coos County. The expenditure, at the minimum, should be $10.00 per capita in 1979-1980 with an increase each year, at the minimum, of an amount determined by the Portland Consumer Price Index.

4. An increase in library staff, an increase in public library hours, an increase in public and community college physical facilities and an improvement in parking facilities for public libraries as needed.

5. A development of new programs of service and methods of delivery of services as well as the improvement of present library programs.

6. A recommendation concerning pilot projects which should be undertaken to improve present service or to try new services and programs.

The method utilized in the development of the plan for library service in Coos County included the following: 1) A study of materials available concerning Coos County and the library service provided countywide. Included in this study were materials relating to the region and the State as they are concerned with Coos County. 2) A questionnaire was completed by many of the libraries in the County along with the supplying of additional information regarding the services. 3) On-site visits were made to each type of library during three week-long visits to the County. 4) Open meetings were held in three locations in the County to allow the people to express their opinions about library service. Additional

group meetings were held throughout the County to discuss the need for library service and how these needs could be met. Individual discussions were held with people in the County to learn of their concerns for library service. People in adjoining counties were included when there was a relationship with Coos County in the area of library service. People in the City, County, Regional, State and Federal governments were included, also, in matters pertinent to Coos Cooperative Library Service. 5) A draft report was prepared and presented to the Coos County Library Association for review. The final report incorporated in its development the results of that review.

Throughout the report, recommendations are made concerning the quantity and quality of library service which should be available to the people living in Coos County. The services recommended are basic library services. The accomplishment of the recommendations is directed toward the organization of the cooperative serice, its management, its financing, its programming and its effectiveness.

## SUMMARY OF RECOMMENDATIONS

1. Cooperative library service in Coos County should be based on the resources and services of the public libraries, the Southwestern Oregon Community College Library, the Coos County Education Service District Instructional Materials Center, the school libraries and media centers and the special libraries.

2. All libraries in Coos Cooperative Library Service should remain autonomous.

3. The coordinating body for the Coos Cooperative Library Service should be the Coos County Library Association, with all libraries and media centers as members.

4. The Coos County Library Association should incorporate to enable the Association to perform as a non-profit organization.

5. The Coos County Library Association should operate through committees on cooperative services as well as through the entire membership.

6. Public library service should be provided through the present six public libraries and funded by both the cities providing the facilities and the County.

7. The funds provided to the public libraries in Coos County should equal, at the minimum, $10.00 per capita in 1979. This amount should be increased each year, at the minimum, by an amount equal to the increase shown by the Portland Consumer Price Index. A countywide serial library levy, with funds allocated on an equalization basis, should provide a part of the funding for public libraries.

8. The Southwestern Oregon Community College Library should be established as the headquarters library for the Coos Cooperative Library Service.

9. The Southwestern Oregon Community College Library should be allocated the third floor and half of the fourth floor in Tioga Hall to accommodate both the College Library resources and services and to provide space for the cooperative services.

10. 18% of the amount provided to public libraries through the $10.00 per capita funding in 1979-1980 should be paid to the Southwestern Oregon Community College Library, under contract, to cover the costs of the cooperative library services headquartered there. This percentage should be adjusted each year to cover the costs of the cooperative library services for that year.

11. A fiscal agent should be determined for the Coos Cooperative Library Service for cooperative activities undertaken by the Coos County Library Association.

12. A central reference collection should be maintained at the Southwestern Oregon Community College to provide back-up reference service to the libraries in Coos County. Each individual library should maintain those reference materials which are most frequently used.

13. Audio-visual materials in number and types should be increased in the public libraries. This service should be developed in close cooperation with the school libraries and media centers.

14. The Coos Cooperative Library Service should acquire library materials through cooperative acquisition planned to reduce unnecessary duplication.

15. Cooperative selection of library materials should be developed by the libraries in the Coos Cooperative Library Service to ensure that the combined expertise of the personnel is utilized countywide.

16. Funds should be allocated to public libraries for employing additional staff to enable the libraries to provide all basic services and to allow the libraries to be open an adequate number of hours convenient to the public.

17. Funding should be provided to all libraries for employing staff to enable the librarians to develop supplementary and specialized services to ensure that all residents in Coos County have accessible library service.

18. Additional funds should be allocated to the public libraries to provide access by the public to three books per capita with the number increasing on a yearly basis. The books should be currently useful.

19. The Union Catalog should be completed within the fiscal year of 1980-1981, should include all libraries in Coos County and should be maintained continuously on a current basis.

20. Space in the libraries of all types should be sufficient to meet current needs and to allow for future expansion. Special emphasis should be placed on action to relieve the acute need for space in the public libraries and in the Southwestern Oregon Community College Library.

21. Priority should be given to a continuing public information activity for presenting a public library image which will enable the public libraries to reach a larger percentage of the population than is presently being reached.

22. Schools should provide extended contracts to school librarians to enable them to have a working time period available before the school year begins and after it closes.

23. A Coordinator should be appointed on a half-time basis to carry out the cooperative service in the Coos Cooperative Library Service.

24. A Reference and Information Librarian should be appointed on a half-time basis to provide back-up reference and information service in the Coos Cooperative Library Service.

25. A bookmobile, as a cooperative service, should be purchased under the Plan for Cooperative Library Service along with a collection of books and other library materials. Personnel should be employed to provide bookmobile service. This service will be provided to the residents of Coos County who are geographically distant from full public library service or who are otherwise isolated from library service.

26. Supplementary collections of library materials should be made available throughout the County for use between bookmobile visits where full public library service is not readily available.

27. A van library service should be established as a cooperative service under the Plan for Cooperative Library Service to serve as a: 1. Courier service; 2. Delivery service; 3. Service to shut-ins; 4. Service to detention facilities; 5. Service to hospitals.

28. Arrangements should be made between the Coos County Library Association and the Coos County Education Service District for courier service and with the Senior Activity Center for service to shut-ins until the Coos County Library Association's establishment of van library service.

29. A Books-by-Mail service should be established under the Plan for Cooperative Library Service to be provided as a cooperative service to those isolated by reason of geography, economic status or disability. This service should be provided to those residents who cannot utilize any alternate library service.

30. Pilot Projects should be developed by the Coos County Library Association and implemented with high priority being given to children's services.

31. The funding for public library service should be increased by both the cities and the County. This increase can be accomplished by increased appropriations by both the County and the cities for library service. It can also be accomplished by a library serial levy.

32. The libraries in Coos County should establish reciprocal library services with the libraries in the neighboring counties and continue active participation in the Southern Oregon Library Federation.

33. Funding from state, federal and private sources should actively be sought when needed for special programs to supplement local funding.

34. The Coos County Library Association should work with the Oregon State Library and the Oregon Library Association to develop a bibliographic network which will include the library materials in Coos County.

35. The sequence of events detailed in the Plan for Cooperative Library Service and the Alternate Plan for Cooperative Library Service should be followed as recommended within each Plan.

# I. INTRODUCTION

Cooperative library service is developed in a community to meet the informational, recreational, educational and cultural needs of all of the people, both the general public and specialized groups. Such service results in the providing of full library service through informational, educational and recreational resources by means of not only books, magazines and newspapers but also through all other media - films, slides, tape recordings and disc recordings. Cooperation means that an active program is developed and implemented; that there is a reaching out to the people to acquaint them with the services and resources available. A cooperative service assures that the needs of all members of the community are identified and that a program is developed and implemented to meet their needs. Because cooperative library service utilizes every resource in the area of the community served, it is provided in a way that is relevant to the public needs. Such a service is vital to a community and improves the quality of life for the people. Library service becomes an essential educational service for all the people.

Cooperative library service is the sharing of resources, both staff and materials, at every level of service and among all types of libraries. The service is available to every resident in the service area. Libraries, in cooperative service, demonstrate maximum utilization of existing and future resources and realize their full potential service goals.

Interlibrary cooperation is predicated upon the expectation that the total library service in a community is mobilized; that differences between types of libraries are based on the differing needs of the users and not on a categorization of potential users; that cooperation is related to the development of resources, sharing of resources, interlibrary loan techniques, the sharing of specialized personnel and the sharing of planning and of the management of information. The total program includes the utilization of technology to facilitate the sharing and the transfer of information.

The cooperative library services are designed to benefit the individual through such activities as the ability to use any library within the service area and to return materials to any library in the same area; the benefit of a strong central reference and information resource; the results of rapid interlibrary loan service through a union catalog; a teletype and a courier service. The service benefits libraries in enabling them to help each other through cooperative selection of materials; cooperative acquisition of

resources; interlibrary loans; teletype service. In developing library service in a cooperative program, both the benefits to the individual and the support each library provides others are significant in the effectiveness of the service. A cooperative service recognizes that no library can be self-sufficient and provide the service needed by the people in this latter part of the twentieth century.

The Comprehensive Plan for Coos Cooperative Library Service developed in this study and report outlines a plan of development in library programs. It provides a cooperative plan for library development in Coos County, Oregon, on a countywide service basis. The plan is based on the strengths of the present cooperative activities in Coos County which are a part of the libraries' programs of service. A substantial increase in the amount of money allocated for the library program, an educational activity available to all of the people in the County, is demonstrated as necessary. The resources and services of all libraries are considered together in planning for future library development for all residents of Coos County wherever they live. The plan is a blueprint for the development of library service, on a cooperative basis, in Coos County, Oregon. The report presents an overall plan for cooperative library service and an alternate plan.

## II. COMPREHENSIVE PLAN FOR COOS COOPERATIVE LIBRARY SERVICE

**Library Resources and Services in Coos County**

Libraries play a major role in community life in Coos County and have done so for many years. The public, school, academic and special libraries are providing a present level of library service which is an excellent base for future library programs. Presently, the development of communication technology and the urgent need for information have multiplied the demands on libraries. Libraries of all types are changing in response to the needs and wishes of the residents in the County. Because of these pressures on libraries and their use increase, continuous planning must necessarily take place with a basic plan as a beginning.

The libraries in Coos County have already made impressive progress through the years in cooperative library services. These activities include: 1. Formation of the Coos County Library Association; 2. The coordination of library services and resources through the Coos County Library Association; 3. Participation in the activities of the Southern Oregon Library Federation; 4. Participation in the activities of the Oregon State Library and the Oregon Library Association; 5. Citizen involvement in library development; 6. The seeking and receiving of city, county, state, federal and private funds; 7. Professional dedication.

Many difficulties do exist and are recognized in the development, coordination, maintenance and utilization of library resources in Coos County. One major problem is that of the increasing costs for library service during a difficult economic period and the move to tax reduction and limitation. These factors affect the operation of libraries directly. There has been a change, also, in the concept of service in libraries. The services provided have broadened in scope and expanded in types of materials made available. The people who use the library or have need for library service represent a wide and diverse variety of interests. An increased need exists, also, for research materials as well as specialized information. As the ability to provide access to resources in libraries has increased, so have the requests for resources accelerated.

The purpose of the plan for cooperative service in Coos County is to provide a base for the availability of adequate library service and to serve as a base, also, for the continuing planning and development of library service in Coos County. The primary financial support for the libraries in Coos County has come

from the cities and the County for public libraries, the school districts for school libraries, the community college district for the community college library and for the special libraries the funding has come from the agencies of which they are a part.

The function of the libraries as developed under the Plan includes: 1) Coordination of services through cooperation; 2) Extension of service to all of the residents of Coos County on as nearly an equal basis as possible; 3) Resource sharing among the libraries; 4) Interlibrary program development and sharing as well as the development of education for and in-service training of the staff; 5) Cooperation with non-library service agencies in reaching a common goal; 6) Accelerated interlibrary loan service; 7) The further development of inter-county and regional cooperation; 8) Participation in a statewide network; 9) Effective action in reaching every resident of Coos County through bookmobile service; 10) Van library service and a books-by-mail service; 11) Improved reference, information and research service through a back-up collection of materials and an exchange of services.

**Organization of Coos Cooperative Library Service**

Under the Plan, the Coos Cooperative Library Service is coordinated by the Coos County Library Association which was organized in 1967 and has been a continuing coordinating force. The Association's purpose, as expressed in its constitution, is to serve the people of Coos County by establishing and maintaining cooperative activities among the libraries. The Plan provides that each library is autonomous in governance in the cooperative service. The Coos County Library Association should incorporate under the laws of the State of Oregon to become a public agency. Operational funding will be provided to the Coos County Library Association through the funding of public libraries in Coos County.

Through the coordination of cooperation by the Coos County Library Association, a library service will be provided under which orderly development of library service can take place in the most effective way. The Coos County Library Association has the combination of an adopted constitution and a body of experience which has been developed to express the concept set forth in the constitution. The Coos County Library Association will continue to set the direction for the development of cooperative activities. Through the establishment and adoption of a goal to be attained and objectives to be achieved, an effective unity in the cooperative activities can be accomplished. Each library remains an autonomous participant in a joint enterprise.

The Coos County Library Association should develop and adopt a Plan for Library Service which sets forth, in general terms, the goal and objectives of the service and describes how the activities will be carried out. The adoption of such written plan of service will accelerate the attainment of the goal and the achievement of the objectives of the Coos Cooperative Library Service. The member libraries will understand better their joint purpose, their current position in relation to the goal and objectives and the routes to be followed in cooperative service development. With an agreed-to plan of cooperative library service developed and adopted, the cooperative activities attain a stability as well as a flexibility. The plan of library service will establish, also, standards by which the library service can be measured.

One of the compelling reasons for designating the Coos County Library Association as the coordinating body for the Coos Cooperative Library Service is the fact that the Association has been effectively coordinating cooperative activities for several years. To increase the effectiveness of coordination, all libraries and media centers in Coos County should be members of the Coos County Library Association. To increase its operational abilities, the Association should appoint standing committees, including but not limited to: 1) Union Catalog; 2) Interlibrary loan; 3) Pilot projects; 4) Funding; 5) Public Information; 6) Resources development; 7) Program development. Two areas of cooperation which should be considered, also, are: a) Centralized ordering and b) Centralized processing of library materials. Both activities can be effective economically and can enable individual libraries to provide additional staff time for public service. It is recommended that standing committees be established in these two areas to explore the possibilities offered by these cooperative activities. The Association will continue to operate through the full membership as well as through the committees. To move the cooperative activities forward rapidly, the Coos County Library Association should hold meetings on a monthly basis. The Association should determine, also, a fiscal agent to handle funding provided to the Association for library service programs.

Because the Southwestern Community College Library is presently effective as headquarters for the cooperative library service in Coos County, it is so designated in this Plan. The Community College presently is the center of many countywide services. It provides, also, services in communities throughout the County. The Library's book collection consists of more than 46,000 volumes. The

Library maintains the largest reference collection in Coos County. In addition, the Library has magazines, tape recordings, disc recordings, microforms and pamphlets. Tioga Hall, the building in which the library is located, is equipped with a loading dock. This is a convenience for bookmobile service. It is recommended that all cooperative services be located in the headquarters library, including the mobile services, for both cost effectiveness and convenience.

The present Union Catalog of library resources in Coos County is located in and maintained and serviced by the Southwestern Oregon Community College Library, with the interlibrary loan handled by the Library staff. To ensure that the S W O C C Library can successfully act as headquarters of the Coos Cooperative Library Service, additional space of one-half floor is required by the Library. The space allocated to the Library is presently overcrowded and requires an additional floor for its resources and services. The allocation of third floor and one-half of the fourth floor in Tioga Hall will enable the Library to operate effectively.

This organization for the Coos Cooperative Library Service provides the means for the libraries to cooperate actively in those areas of service where cooperation provides the best service to the people in Coos County and is cost effective. It establishes a coordinating body for the cooperative service in the Coos County Library Association and a headquarters for the service in the Southwestern Oregon Community College.

**Utilization of Total Resources and Services**

An ever-increasing number of published materials in a variety of formats makes resource-sharing a necessity. The costs of these materials is also ever-increasing. Staff shortages in libraries severely limit the service. These shortages are the result, primarily, of financial constraints. For these reasons, libraries must often refer to other units of government and other agencies to meet the needs of the residents for specialized service. It is important that the libraries provide the services for which they are established. The objectives of the organization of resources for the use of the people are: 1) A realistic access to materials and information by any resident of the County; 2) Improved access through the cooperative action in which libraries supplement each other's resources and services. The achievement of these objectives requires the extension or improvement of a variety of library programs such as union listing of resources, the rapid delivery of library materials, rapid access to reference and information service and rapid and effective communication.

The accessibility to **Union Catalog** information is basic to the Coos Cooperative Library Service. The present Union Catalog is basic for access to bibliographic information about the resources of the several types of libraries in Coos County. The Catalog should be completed at the earliest possible date to enable the libraries to locate as many resources as possible within Coos County. Completion should be accomplished in two phases concurrently. One phase is the completion of the contribution of cards representing the complete resources of libraries presently contributing to the Union Catalog at the Southwestern Oregon Community College Library. The other phase is the inclusion of the holdings of libraries in Coos County which are not now contributing cards to the Union Catalog. These libraries are primarily the special libraries and the elementary school libraries. It is recommended that the special libraries become contributors to the Union Catalog because their resources will extend the breadth and depth of the present bibliographic information provided by the Union Catalog. Many of the resources of the special libraries are unique to Coos County. The special libraries will benefit from the services of the Union Catalog in receiving information concerning the location of library resources in the County. The inclusion of the elementary school libraries in the Union Catalog should be considered in the future. At the present time, the Union Catalog of the elementary school libraries in the North Bend School District #13 serves as an effective supplementary service to the Union Catalog at S W O C C. It is recommended, however, in addition to the North Bend Catalog, that the Union Catalog of the Coos Cooperative Library Service incorporate bibliographic information on elementary resources into the record of holdings. To accomplish this effectively, the recommendation is made that the cards representing the resources of the Blossom Gulch Elementary School Library, Coos Bay School District #9, be filed into the Coos Cooperative Library Service Union Catalog. To achieve this on a retrospective basis, the Pilot Project on the Union Catalog will require implementation. The program can, however, be implemented immediately on a current basis. The Blossom Gulch Elementary School Library is selected because of its extensive collection.

At the present time, about one-half of the requests referred by libraries to the Union Catalog are filled within Coos County. It is estimated that the completion of the Union Catalog will increase this number to at least two-thirds. A Union Catalog, while expensive to establish, maintain and access, enables libraries to operate at a higher level of service than is possible without this invaluable access to

resources. Because the operation of the Union Catalog is part of the total interlibrary loan operation, the Union Catalog not only locates, readily, the information but secures the information and/or material for the requesting library. The cost of the Union Catalog is reduced by the savings to the individual libraries by the increase in their resources' potential and the avoidance of unnecessary duplication.

To perform successfully in the Coos Cooperative Library Service each library in the cooperative library service requires full knowledge of and access to the total library resources of the County. To achieve full utilization of the Union Catalog information on an immediately available basis at each point of service requires the development of a computer-based service. Coos County libraries, through the Union Catalog, should be part of any development of such a service. The inclusion of Coos County is important to the development of a bibliographic service network on a project basis or as an on-going program on a regionwide or statewide basis.

Effective **Communication** and **Delivery Service** can be recommended as a first requirement of the Coos Cooperative Library Service. A communication network is required not only within the County but also to resources outside the County. The telephone, augmented by the postal service, is the most effective means for transmitting requests within the County. Teletype is an effective means of transmitting and receiving information quickly in written form. This means should be supplemented by the telephone and the postal service as necessary. The telephone, teletype and postal service communication presently in use should be continued and improved as feasible. The Union Catalog Committee of the Coos County Library Association should make an initial study of request procedures for the purpose of simplification and standardization. The review should be continuous so that the most effective procedures will be in operation. The Committee should consider, also, the most expedient means of consolidating the Union Catalog holdings to achieve fewer cards representing one title. Such a decision should include the consideration of the most effective way to access consolidated information. When the request for reference or research information requires that an exact copy be received rapidly, the means to be employed is facsimile transmission. The value of facsimile transmission lies in its ability to transmit exact copies of drawings, charts, musical scores, pictures, computations and other exact reproductions rapidly from one location to another. When the request for such service increases significantly, the Coos County Library Association should consider the development of a pilot project utilizing facsimile transmission.

The rapid delivery of library materials is a vital segment of the plan to utilize resources and services. The postal service or a commercial delivery service can be utilized but the most effective means for such delivery has been demonstrated in many cooperative library services to be a courier service operated by the cooperating libraries. It is recommended in the Plan for Coos Cooperative Library Service that, in the second year of the Plan, a van be purchased. One use of the van will be to provide courier service among the libraries in Coos County. The Courier will visit the public libraries on a daily basis and will coordinate with that of the Coos County Education Service District and of the Coos Bay School District. After the initial purchase of the van, the effectiveness of the courier service in getting materials to the people, the reduction in time spent in preparing materials for mailing and the postage cost will offset the cost of the courier service. Prior to the establishment of the courier service by the Coos County Library Association, it is recommended that the Association enter into an agreement with the Coos County Education Service District to participate, on the time basis possible, in the courier service now provided by the E S D to the schools in the County. All of these means of communication and delivery will have the effect of linking the libraries more closely in facilitating the operation of the Coos Cooperative Library Service. The combination of Union Catalog resources, teletype, telephone, postal service and courier service, with the possibility in the future of facsimile transmission, provides an effective means of utilizing all resources in the County as well as utilizing resources wherever they exist. Every person in Coos County, in rural areas, in small communities, as well as in the more populous areas, will be able to have access to library resources needed in whatever location they may be found.

Access to **Reference, Information** and **Research** services is facilitated through the Union Catalog and effective and available communication and delivery service. The provision of a back-up collection of reference materials at the Southwestern Oregon Community College will provide a central reference service to answer the difficult reference questions for the other libraries in the Coos Cooperative Library Service. To establish such a collection, the cooperating libraries will need to determine the types of information, reference and research service which are most often needed by the people in Coos County. The individual libraries should purchase the reference materials for which there is frequent community use. The materials which are used less frequently, are more specialized or are more expensive should be purchased for the Library at S W O C C where they can be utilized by all of the

libraries in the County. These materials will be integrated into the S W O C C library collection to enable them to be utilized effectively. The Union Catalog will assist in the acquisition process. If the needed materials accessible for reference, information or research are located elsewhere in the County, there will not be a need to place these titles in the Central Reference Collection in most instances. If the answer to the reference, information or research request is not available in Coos County, the Library at the Southwestern Oregon Community College can send the request to the Oregon State Library, or it can be answered by a research or specialized library within or outside of Oregon or by the Pacific Northwest Bibliographic Center in Seattle.

The **Coordinated** building of library collections is a significant part of the Plan of the Coos Cooperative Library Service. Cooperative acquisition of materials as well as cooperative selection are basic to improved resources. Through cooperative acquisition, the cooperating libraries have the opportunity to reduce duplication of many library materials. Procedures can easily be developed to reduce unnecessary duplication as soon as decisions are made concerning acquisitions responsibility. The Coos County Library Association should develop, through a special committee, an acquisitions policy for the Coos Cooperative Library Service. This policy should set forth the agreed upon areas in which libraries will purchase specialized materials and determine the acquisitional responsibilities of each library in the cooperative service. The acquisitions policy of each library for its community service will remain the responsibility of the individual library.

The cooperative selection for the Coos Cooperative Library Service should be accomplished through established meetings of the people concerned with the selection of materials. Those concerned with the selection of children's library materials should meet at regular intervals as should the reference librarians and those concerned with adult and young adult materials. Cooperative selection is important to a cooperative service because it facilitates the combining of all the expertise in the County in the process of materials selection.

Through all of the means of interlibrary cooperation—bibliographic information, communication and delivery service, reference service and collection building—the ability to answer the requests referred by the libraries to the Southwestern Oregon Community College Library will be improved immeasurably. It is estimated that three-fourths of the questions so referred will be answered within Coos County. Such

an ability will reduce the costs of searching for the material outside the County and will reduce the time between the request and the filling of that request. It will, also, release time so that it can be spent on successfully securing an answer to the one-fourth of the requests which are to be answered outside the County.

The **Children's** Services should be improved on a countywide basis in the Coos Cooperative Library Service. The services and the percentage of children's materials in the total collection should be related to the percentage of the children in the community. Usually one-third of the public library's budget should be used for building and maintaining the children's collection. This percentage will vary from community to community depending on the distribution of ages within the service area. It will also vary with the cooperative services available. It is important that all schools and public libraries work together during both the school year and the summer months. The elementary school library programs are important in the development of the children's reading ability and learning potential. Story hours, after-school organizations, summer reading programs, family night programs and Junior Friends of the Library are all areas in which cooperation of all libraries and groups serving children enhance the program.

In each public library there should be an area or a room especially for children. The public and the school library should share in the child's development through books and other library materials. They should ensure that the child knows how to use the facilities of the public library as well as the school library. The public library will be the primary resource in adult life.

A **Young Adult** Service will introduce the young adults to a wide range of reading and assist in moving them into the adult collection. Cooperative library service enables each library to provide a wider range of reading materials for young adults than would be possible by the individual library. It is important to develop cooperation between the public libraries and the school libraries—middle, junior and high schools. Discussion groups, combined school and public library activities, attractive booklists and career education are included in young adult activities. There should be close cooperation with youth groups in the community. The young adult materials should be made up of recreational and general reading material. It should be fluid—not static.

The **Adult** Services in the cooperative program will include not only service to individuals but also group activities both within and without the library. All interests of the adult community will be met by the libraries. Cooperative services will provide a broader selection of subjects and all types of materials and in various formats. The public library will provide general reading material, reading guidance and information. The individuals, through cooperative services, have rapid access to advanced or specialized materials. The collection should include books which the public wants to read. The classics will be included as well as the best sellers—both fiction and non-fiction. Suspense and adventure, novels, how-to-do-it books, how to handle everyday life and books and magazines covering a wide range of subjects will be available.

The public library, in a cooperative service, should have, at a minimum: 1) General information for adults and students; 2) Selected reading for children; 3) Basic collections on subjects of community interest; 4) Recent books and magazines of current information; 5) Selected literature; 6) Newspapers; 7) Audio-visual materials for all ages. These materials will be supplemented by the public libraries as well as by the Central Reference Collection and the Union Catalog at the Southwestern Oregon Community College. Because libraries are often "read out" by the people in a community, a program of exchange of books among cooperating libraries is part of the Cooperative Library Service Plan. A procedure should be established whereby rotating collections will enable libraries to have "new" collections of books available to the users with a minimum of effort on the part of any library.

**Audio-Visual** Resources should be augmented in the public libraries. The school libraries utilize audio-visual materials extensively. The school libraries and media centers provide a variety of audio-visual materials for the use of teachers and students. As the children and young adults move from the school libraries, they no longer have audio-visual materials available in any quantity or variety. The same is true for the adult user. A constraint on the development of audio-visual materials is primarily lack of space for using and storing the materials and storing the equipment. Cooperative acquisition of materials and equipment will enable public libraries to have access to both as needed without the requirement for local storage space. Cooperation between the public and school libraries, especially in the area of equipment, will enable the public library to utilize the equipment without the necessity of storage.

The Coos County Education Service District Instructional Materials Center provides a consultant service which will enable librarians to make the best selection and acquisition of audio-visual materials and equipment. The E S D also provides a coordinated purchase of equipment. Such purchasing will enable libraries to receive a larger discount than is possible through individual purchase. Coos Area Library Media is an organization which will be of assistance in developing a cooperative media program countywide.

It is recommended that the public libraries have readily available, at the minimum, on a cooperative basis: three 16mm film projectors; four slide carousel projectors; and a screen in each library for film showings. Filmstrips and video-cassettes with accompanying equipment should also be available. It will be helpful to have a clinic on the use and care of films and equipment at regular intervals. The office of the Coos County Service District Instructional Materials Center has the expertise to conduct such a clinic. The collection should include, also, recordings of classical, semi-classical and folk music; contemporary compositions, musical shows, drama and the spoken word in both prose and poetry; language study and instructional materials on either disc or tape. Equipment should be available for using these materials. The availability of films from other sources will determine whether or not the libraries, on an individual basis or cooperatively, will purchase the films or whether they should be secured from a film center on a loan basis. In some instances, because of space limitations for housing even a minimal collection, it will be possible to provide only a small listening area. An alternative is the utilization of an area outside the library for an audio-visual activity.

**Government Publications** will be widely available to the people of Coos County. The individual library collection and the back-up reference collection should include government publications issued by the State of Oregon, the United States Government and other pertinent public agencies which provide statistics and information about current topics of wide interest. Included, also, should be major official publications issued within Coos County. The Coos Bay Public Library is a depository library for Oregon State documents. The government publications should be a part of the book, periodical, pamphlet or audio-visual collection and readily available for public use. The subject needs of the residents should be used in the selection. A back-up collection of the more specialized materials should be available at the S W O C C Library.

A **Local History** Collection should be maintained on both an individual and a cooperative basis. Each public library will be responsible for collecting and maintaining a local history collection for its own community. The history for the areas which do not have a public library should be collected and maintained also. It is recommended that the public library, in general, accept the responsibility for the local history collection for communities without public libraries and that the Southwestern Oregon Community College Library accept the responsibility for Coos County history. The libraries should work closely with other agencies in the area which are interested in local history such as the Coos-Curry Pioneer Museum, the Bandon Museum and the Marshfield Sun Museum. The local history collection should contain a variety of materials. In addition to books, the collection may include newspapers, magazines, pamphlets, typescript, pictures, films, slides, recordings, maps, public records and manuscripts. Any item printed in or about a community should be included in the collection. The library should subscribe to the local newspapers. Local newspapers which may subsequently have historic value should be retained. A community library should maintain a complete backfile of a local newspaper unless that newspaper is readily available elsewhere in the locality.

The only purpose for maintaining a local history collection is utilization. To ensure maximum service, materials should be well organized, properly housed, indexed for easy access and included in the Union Catalog for referral.

Library Service for **Senior Citizens** will be developed according to needs. The services will be provided on both an individual and a group basis. All activities will be developed in cooperation with other agencies with related goals. Programs will include film showings to groups designed with the senior citizens' wishes in mind. Popular books in large type will be available for those who have difficulty reading standard size print. The Coos Cooperative Library Service should purchase large print books which can be rotated among the libraries in the cooperative service. These books will be supplemented by large print books available on loan from the Oregon State Library.

Other resources and services which should be available to Senior Citizens are book discussion groups, live artist presentations, speakers in areas of expressed interest/concern of Senior Citizens. The Senior Citizens themselves should be involved in the community planning for library service to their age

group. The staff members of the library should serve on advisory committees for Senior Citizen groups, participate in workshops and assist in the development of directories and interest files related to Senior Citizens.

Library Service to **Shut-ins** will be an ongoing cooperative library service in Coos Cooperative Library Service. The service will be provided on both a home and an institutional basis. Library materials should be delivered to those who are confined to their homes or are nursing home residents. Deposit collections of library materials should be available in retirement homes, nursing homes, hospitals, hotels and in other locations where people live who cannot utilize any other library service. Regular film showings should be held at these centers, also. Book cart service should be given at locations where such service is feasible. The library staff should work closely with the Senior Hot Meals Program in addition to other related programs for people of all ages. Friends of the Library can assist effectively with the library service to shut-ins program.

Books and other library materials are needed at all **Correctional** facilities in Coos County. To be effective, the services will need to be tailored to the particular facility served. Bookmobile service could be used, for example, at Belloni's Boys Ranch and the Belloni's Girls Ranch. At the Coos County Shelter-Evaluation home, materials should be provided which can be read and exchanged on an informal basis. A library service meeting jail library standards cannot now be provided at the county jail in Coquille because of its physical condition. The Coos Cooperative Library Service, in cooperation with the correctional personnel, should make improvements in the present collection of books available to those detained in jail. As soon as the physical facility is improved, the libraries and the Sheriff's Department should provide a library service meeting standards. Law materials should be made more accessible to the detainees. The Holding Facility at North Bend, while improvement is needed, has the basis for an adequate collection of books. Physical limitations in the facility will hamper full jail library service, however. A law library collection is in the beginning stages at that facility. Because the holding facility has been approved for federal use, also, additional library materials may be required. There will be, for example, on occasion, a need for books in a language other than English. A close relationship should be

maintained between the Coos Cooperative Library Service and all of the correctional facilities. It is not possible to maintain all of the required reading in the facility itself. The van library service will be of benefit to this area of service as will the bookmobile.

The people of Coos County need better library service than is now available to them. The plan for resources and services in cooperative planning will assist in providing better library service than presently exists. Many other aspects of resources and services will be enriched through cooperation in the future as they have been in the past.

**Special Needs and Special Services**

Library services and needs were discussed with many groups of people and with many individuals during the course of the Coos Cooperative Library Service study. The County was well traveled during the on-site visits. Through discussions, on-site visits to many parts of the County, the review of questionnaires to the public and a study of the use of libraries, the following special services were identified as those which would best serve the people in Coos County.

A **Bookmobile** service answers the need for library service for those who do not have ready access to a library. The reason may be distance from a library, the geography of the area, the lack of a second car, no public transportation available or other reasons which preclude the use of an existing library. It is estimated that there are, at a minimum,20,000 potential users of bookmobile service in Coos County.

The bookmobile should be purchased the first year under the Cooperative Plan. It should carry approximately 2,500 books. The collection should be a special bookmobile collection and should be located at the Southwestern Oregon Community College where the bookmobile will be headquartered along with the other cooperative library services. The collection should be adequate in the number of volumes and of titles to ensure that the bookmobile can maintain a constant supply of current, basic materials regardless of the amount of the circulation. The bookmobile should visit each designated service location once every two weeks at the minimum. Each stop should cover a time period of not less than one-half hour and not more than one hour. At a minimum, the bookmobile should run five days out of six. Evening and week end hours are recommended when needed and feasible.

The communities should be involved closely in the selection of areas for service and in determining the hours of service. The people who will be using the bookmobile should be involved in the program of service, as should the library staff members of the cooperative service. The bookmobile service should be organized and coordinated by a librarian and operated by a full time bookmobile driver and a Library assistant on a part-time basis.

It is recommended that both paperback and hardback books be included in the collection. A wide variety of books should be carried on the mobile library. A small collection of reference materials should be included as well as large print books. The decision to carry other types of materials should be made at the time the cooperative service and the community plan the bookmobile in detail. Programs which should be included are story hours, book talks and film showings.

To ensure that the bookmobile service is cost effective, the use of the service should be carefully planned. The bookmobile should be used as a mobile library with as complete service as possible but supplemented at all times by the libraries in the Coos Cooperative Library Service. Forty-two areas are recommended for bookmobile service locations. Because people will have need for books between bookmobile scheduled days, deposit collections of books should be set up in designated areas and stocked with an adequate and changing collection of books. Six areas are recommended for these collections. The bookmobile and the deposit collections will make a lending library available to communities in Coos County which do not have a library facility readily available.

**Van Library** service will be provided by the Coos Cooperative Library Service the second year under the Plan. The van will serve as a courier and delivery service, as a service to the homebound, the nursing and retirement homes and to hospitals. It will also serve correctional facilities. The van will be headquartered at the Southwestern Oregon Community College Library, will be operated by a driver with a part-time library assistant and will be coordinated by a librarian.

As a courier and delivery service, the van will visit each public library daily and the school libraries as necessary. The van will carry library materials and/or equipment needed to be exchanged among the libraries. It will be coordinated with other van and courier services now providing service in Coos

County. This service will facilitate the interlibrary loan of books, magazines, and audio-visual materials and equipment.

As a library service to those who are homebound, in nursing homes, retirement homes, in hospitals or in institutions, the van will provide delivery of materials on loan and deposit collections where they are needed. Although the number of potential users for the van library service will vary according to the population of the homes, institutions and hospitals, it will serve a population which has no other continuing means of receiving the service. The van will serve, also, those who are unable to come to the library or utilize the bookmobile. Through the van library service, residents will receive their library materials more quickly than through any other delivery means. The people who cannot use conventional library service will be provided with library materials. The Friends of the Library can be a supportive group in the implementation of library service to these people.

The **Books-by-Mail** Service will complete the providing of library service to every resident of Coos County. This service will be established the third year under the Plan for cooperative library services. This service wil provide books for those people who cannot use any of the other means of receiving services. The group which needs the service will be small in number. This program will be headquartered at the Southwestern Oregon Community College Library. To establish the Books-by-Mail service requires a survey of the households where such service is needed. This survey should be accomplished just prior to the inaugurating of the service. It is recommended that a Books-by-Mail catalog of selected titles be sent to each household needing the service. The books should be described in brief annotations in instances where the title does not describe the book or where it does not fit into a descriptive category or is a well-known classic. The catalog should feature a current selection of titles aimed at a variety of readers' interests. Reader preferences should be included and suggestions encouraged from the Books-by-Mail users. The frequency of issues, the size and content of the Books-by-Mail catalog should be determined after the program has been in operation for six months.

The bookmobile collection of materials can be utilized for the van library collection as well as for the Books-by-Mail service. Books from the cooperating libraries should be available for special

requests. The postage will be paid both ways and a mailer will be included for the return of the books or a reversible self-addressed label.

The **Blind and the Visually and Physically Impaired** have service available to them from the Library of Congress through the Oregon State Library. The individual libraries receive service,also, from the Library Services for the Blind and Physically Handicapped at the Oregon State Library. Coos Cooperative Library Service should utilize the State resources fully but should also supplement these by direct service. They should also work with groups in the community which have common interests.

The Oregon State Library collection contains audio materials which can be borrowed by the blind, visually impaired or physically handicapped. The materials include books on discs, recorded cassettes, as well as magazines on both forms of recordings. Magnetic tapes, braille and large print books and magazines are available. The equipment necessary for their use is also available. An excellent supplement to these services is a collection of musical recordings, including hymns and other types of music of interest to the people receiving the service.

The cooperative service should make every effort to locate every person who has sight or physical impairment and acquaint them with the Oregon State Library resources available to them as well as the resources and services existing in Coos County. A very valuable service the library can provide is the introduction to the use of the materials available to this group of people. The Coos Cooperative Library Service should utilize staff training as well as educational materials on blindness. Excellent films are available on the subject as well as for handicaps in general and for nursing home library service. These are available for both in-service training use and for use with the public. The libraries should develop, also, a collection of print materials on blindness and maintain it on a current basis.

Library service to the **Deaf and the Hearing Impaired** is less advanced in its development and support than library service to the blind and visually and physically handicapped. The cooperative services will develop library service to the deaf but a Pilot Project will be required to implement fully the service. Working with organizations for the deaf and the hearing impaired, the librarians will be able to locate the people who need the service.

A beginning of the service will be signed story hours and the showing of captioned films. A collection on deafness will be developed on a cooperative basis. The staff will receive training in communicating and working with library users who are deaf.

The cooperative services should give special attention to selecting library materials for the parents of children who are deaf. Directories of agencies which can assist these parents should also be included in the collection. Picture books in Signed English should be made available to young readers - both the hearing and the deaf. Such materials will assist in facilitating communication. Library Services should be provided which will be helpful to both the hearing parent and the deaf child.

There are many other types of handicaps to be considered in the providing of library services. For many of them, however, the altering of the physical facilities for easy entrance allows access to the use of library service. Special attention should be given to shelf and card catalog heights so that they can be utilized by all of the people who use the library as well as for the potential users. In all instances, in working with people with handicaps, library staff members should ensure that all available resources at the state level are utilized by the individuals and by the libraries. Many of the services are, by necessity, expensive services. Conscious avoidance of duplication of services with resultant unnecessary costs should be the practice. All services should complement each other and not be redundant.

**Staffing of Cooperative Service**

The level of the staffing and the quality of the staff are both vital factors in the success of cooperative services. The education, experience and personal qualifications of staff members should be relevant to the duties to be performed. An ability to work effectively with people is all-important in cooperative services. Experience in working with the public in some type of cooperative service is a desirable prerequisite for all of the staff.

The staff for the Coos Cooperative Library Service includes the following: 1) Coordinator/Reference Librarian - this librarian will be in a key position in the cooperative library service. The librarian will plan, coordinate and supervise the services. In the reference service, the librarian will coordinate the development of the Central Reference Collection at the Southwestern Oregon Community College. The librarian will also access the reference collection in answer to requests. 2) Library Assistant - the library

assistant will work primarily with the Union Catalog, the teletype and interlibrary loan. Assistance will also be provided in the reference service and in the bookmobile service. A college degree is a desirable educational qualification for this position. 3) Bookmobile Driver - the driver will handle the bookmobile service when the bookmobile is on-the-road. Necessary duties will be performed by the driver, also, at the headquarters library as they relate to bookmobile service. This position requires the ability to work with the public as well as to handle all aspects of operating bookmobile service. 4) Typist - the typist will work in all areas of the cooperative service and will handle all of the typing. Both speed and accuracy are required. 5) Driver/Library Assistant - The driver/library assistant will handle the van library service and will assist in the other cooperative services as necessary. The ability to work with the public and a knowledge of books are important in this position. The ability to handle all aspects of van library service is also necessary.

All of the staff will be headquartered at the Southwestern Oregon Community College Library. They will have, also, responsibility in the cooperative library service to work on a countywide basis.

**Planning and Implementing Library Service Cooperatively**

To achieve success in a cooperative library service, the Coos County Library Association will need to plan carefully, and actively implement the Plan. Because the funds must be carefully expended and implementation must be effective, the Plan should be developed in phases and over a three year period. The planning for the Coos Cooperative Library Service should begin immediately. The implementation of the planning should begin the fiscal year, 1979-1980, should be further developed in 1980-1981, and completed in 1981-1982.

**1979-1980**

A. Funding of the Coos Cooperative Library Service.

B. Allocation of space to the Southwestern Oregon Community College Library.

C. Incorporation of the Coos County Library Association.

D. Purchase of Bookmobile.

E. Employment of Coordinator/Reference Librarian; Library Assistant; Typist for work in ordering and processing the bookmobile collection; Bookmobile Driver when the bookmobile is available.

F. Ordering and Processing of books for the bookmobile service.

G. Appointment of standing committees in the Coos County Library Association.

H. Development and adoption of a Plan of Library Service by the Coos County Library Association.

I. Setting up of cooperative acquisition and cooperative selection of library materials.

J. Development of all cooperative program services.

K. Progress in completion of the Union Catalog.

L. Determination of bookmobile areas of service.

M. Starting of bookmobile service.

N. Implementation of one or more Pilot Projects.

**1980-1981**

A. Updating of the Plan of Library Service.

B. Evaluation of the first year of service.

C. Purchase of van.

D. Employment of Driver/Library Assistant.

E. Ordering and processing of books for bookmobile, van library service and reference service.

F. Establishment of the Central Reference Collection.

G. Completion of the Union Catalog.

H. Determination of van library service locations.

I. Starting of van library service.

J. Implementation of one or more Pilot Projects.

**1981-1982**

A. Updating the Plan for Library Service.

B. Evaluation of the second year of service.

C. Development of a Books-by-Mail catalog.

D. Starting of the Books-by-Mail service.

E. Implementation of one or more Pilot Projects.

The planning for library service and the evaluation should be placed on a continuing basis. All recommendations and pilot projects should be carried out by the end of the fiscal year 1984-1985. Prior to the end of the first five years, the plan for an additional five years should be developed.

**Funding the Coos Cooperative Library Service**

The funding of the cooperative service should be provided, at the minimum, at $10.00 per capita for public library service in Coos County. Because the present funding for public libraries is low, on a countywide basis, a substantial increase in funding is necessary to establish a financial basis for public library service in Coos County, it will be sufficient in 1979-1980 because of the development of cooperative service in several areas of the program. Through the total utilization of the resources and services in Coos County and through building on present strengths, the library service needed can be provided.

The $10.00 is set for the year 1979-1980, at the minimum. This per capita amount is presently exceeded by at least two public libraries in Coos County - Coquille Public Library and Bandon Public Library. Each year the amount should be increased, at the minimum, by the percentage increase indicated by the Portland Consumer Price Index. This will enable the library program to remain approximately at the level of service established in 1979-1980. To increase that level of service will require additional funding. The per capita figure of $10.00 is based on the cost of the service needed countywide in Coos County.

The funding of the library service at the minimum of $10.00 should be provided on a local basis. To allocate this amount to library service will require the establishing of a high priority in local funding for libraries. Additional funds should be sought from state, federal and private sources. These funds should be applied for when there is a needed service which should be supported. Such grants should be supplemental to the local funding.

The funding should allocate 18% of the first year's funds to the Southwestern Oregon Community College Library for cooperative library services. 82% of the funds should be allocated to the six public

libraries - first on the basis of population and second, on the percentage of use from residents living outside the six incorporated areas with public library facilities. This funding represents minimum funds in all instances.

With a $632,000 funding for public libraries available in 1979-1980, progress can be made to ensure that every resident in Coos County has adequate library service available. It will ensure, also, that all residents receive library service on a basis which is as equitable as possible. Included, also, in this funding plan is the principle that all people are supporting the library service on an equitable basis. With the $10.00 per capita funding, public libraries in Coos County will be able to provide good basic library service.

A countywide library serial levy is recommended as the method for providing a part of the funding for the public libraries in Coos County. The levy should be a three year levy. The estimated tax rate required is 50 cents on $1,000 of assessed value to provide substantial funding for the public libraries. The 50 cent tax rate is recommended for the first year of the levy to establish the amount of funds to be raised each year. This tax rate drops each year as the assessed value increases in the two succeeding years. The countywide library serial levy should be placed on the ballot the latter part of the 1978-1979 fiscal year so that the funds will be available in the 1979-1980 fiscal year.

The serial levy funds should be allocated in three parts:

1. **Library Levy Refund** -The amount of funds the residents of the cities with tax-supported public libraries paid into the levy. The actual amount paid by the residents of each city will be refunded to that city - Bandon, Coos Bay, Coquille, Myrtle Point, North Bend and Powers will receive Library Levy Refunds.

2. **Cooperative Library Service Fund** -The amount of funds required to support cooperative library services. This amount will be paid to the Southwestern Oregon Community College to support cooperative library service for Coos County Libraries.

3. **Equalization Grant** -The amount paid to cities with tax-supported public libraries for providing library service to residents of Coos County living outside the city limits of the six cities with tax-supported public libraries. These funds will be paid to Bandon, Coos Bay, Coquille, Myrtle Point, North Bend and Powers. The use of the public libraries by out-of-city borrowers will be the basis for the allocation of the Equalization Grant. Out-of-city borrower is defined as a resident of Coos County living outside the city limits of all six cities with tax-supported public libraries. The funds will be distributed according to the percentage the number of out-of-city borrowers of each public library is of the total out-of-city borrowers in all six tax-supported public libraries.

All funds will be paid on the basis of a standard contract. This allocation will prevent the residents of a city with a tax-supported public library from paying twice for library service, will enable the Community College to provide the cooperative services and will provide funds to the cities with tax-supported public libraries to make library service available to all residents of Coos County.

The total funding for public libraries available from the countywide library serial levy and from the cities with tax-supported public libraries should equal, at the minimum, $10.00 per capita for public library service. The actual tax rate to provide this amount should be determined by the Coos County Library Association. This tax rate will need to be set for each serial levy for public library service. The succeeding library serial levy should be a five year levy with the necessary tax rate determined at the time the second levy is to be placed on the ballot.

An alternate means of funding library service at an adequate level, countywide, is through an increased appropriation for library service at both the County and the city levels. Because of the present variations in the level of funding among the cities, the degree of increase would differ from city to city. A major increase in appropriations will be required by the County to support library service through the city libraries to those residents in Coos County living outside the limits of incorporated areas supporting public libraries. The funds provided by the County to the cities for library service to out-of-city residents should be distributed on the basis of use and paid under contract according to the present method. A part of the funds would be provided to the Southwestern Oregon Community College Library to support the cooperative services headquartered there. Such funding can be provided without the necessity of a library serial levy. A larger amount than is presently being provided from the general funds will be required.

**Governmental Relationships**

The Coos Cooperative Library Service is a group of autonomous libraries providing library service on a cooperative basis to all the residents of Coos County. Total cooperation and interaction among all of the libraries in providing services and resources are envisioned in this Plan with the libraries remaining organizationally autonomous. The cities will remain financially responsible in the Cooperative Library Service when funded totally or partially by a serial levy. This responsibility will include the maintaining

of the library facility and the provision of library service to the city. The city will receive an Equalization Grant to support the service to the out-of-city residents. These funds, as well as the taxes paid by the city residents into the serial levy - Library Levy Refund, will be paid to the cities by the County under contract.

Each library in the cooperative library service will remain autonomous in its governance under the general appropriation or under the serial levy. The County will contract with each city for the provision of library service to out-of-city residents. This service, under the serial levy,will be funded through the Equalization Grant. The cities will administer the out-of-city service along with the services provided by the public library to the residents living within the city limits regardless of the method of funding. All Coos County residents will benefit from the Cooperative Library Services headquartered at the Southwestern Oregon Community College. These services will be funded by the Cooperative Library Service Fund. Under the serial levy, the taxes paid by the city residents into the serial levy will be returned to the cities through the Library Levy Refund. The Coos County Library Association will be coordinating body for the Coos Cooperative Library Service.

The relationships of the governmental units in Coos County in the Coos Cooperative Library Service will remain as they are presently constituted. The change which will occur in the Coos Cooperative Library Service is primarily in the development of **formal** on-going relationships with each governmental body retaining its present organizational structure and area of responsibility as they relate to library service.

## SAMPLE CONTRACT FOR LIBRARY LEVY REFUND AND EQUALIZATION GRANT

This contract is entered into and is effective on _____ by and
(day and date)
between Coos County and _____
(name of city)
Whereas Coos County has determined that cooperative library service is in the public interest and finds that library service can be provided economically and effectively through contract for that service with an established library facility and

Whereas _____ is willing and able to provide library service to Coos
(name of city)
County residents living outside the city limits of said city on a non-fee basis as hereinafter set forth: Now, therefore, by the authority granted by the provision of Chapter 357 of the Oregon Revised Statutes, it is mutually agreed as follows:

1. This contract shall commence on _____ and shall terminate on _____.
(date) (date)

2. Coos County herewith agrees to pay to _____ the sum of
(name of city)
_____ as a Library Levy Refund of the actual amount of the taxes paid by the city
(amount)
residents of _____ into the library levy through taxation.
(name of city)

3. Coos County agrees to pay the sum of _____ as an Equalization Grant to be used by
(amount)
_____ in defraying costs of materials, personnel and
(name of city)
services rendered out-of-city residents.

4. This allocation of funds has been made by Coos County under this agreement in accordance with the method described in the serial library levy ballot.

5. _____ agrees to expend the entire library fund paid
(name of city)
under this agreement in accordance with the purpose for which it was levied.

6. Should either party hereto breach the terms of the agreement, the exclusive right of the other party shall be the right to cancellation of this contract effective upon 100 days after written notice to the other

party is received, with payment of funds to be made pro-rated to the termination date.

_____
(Coos County)

By _____
(Commissioner)

_____
(name of city)

By _____
(City Official)

COOS COOPERATIVE COUNTYWIDE LIBRARY SERVICE MEASURE - SAMPLE

**Serial Levy — Purpose** — Shall Coos County levy taxes serially outside the 6% limitation imposed by Section II, Article IX of the Oregon Constitution to provide all county residents non-fee access to all city library services, payment to cities for these services, and support for countywide cooperative library services? The sum to be levied annually is _____ (amount) to a _____ (number) year total levy of _____ (amount) at the maximum rate of levy of _____ (tax rate) per thousand dollars of true cash value.

Yes, I vote for the serial levy for Countywide Library Service.

No, I vote against the levy for Countywide Library Service.

**Explanation of the Ballot Question** — This levy has been determined necessary to provide funds to support Countywide Library Service in Coos County. The six city libraries receive inadequate support for service to out-of-city residents. The Southwestern Oregon Community College does not receive countywide financial support for the combined catalog services and the interlibrary loan services provided.

Approval of the levy provides payment to the city libraries for non-fee access by out-of-city residents and provides support for the combined catalog services and the interlibrary loan services. Mobile library and books-by-mail services will be available to residents who are unable to utilize the libraries. It enables the County to return to the cities supporting public libraries the county library taxes paid by the residents of the cities. It provides an equalization grant to the cities based on the percentage of use annually of each city library of the total use of all city libraries by the out-of-city residents living in Coos County.

**An Alternate Plan for Coos Cooperative Library Service**

To make library service available cooperatively countywide in Coos County, at a lesser cost than that of the Recommended Plan, requires, primarily, alternate delivery systems. In the Alternate Plan, the basic structure and services will remain the same as in the Recommended Plan but the costs are modified and alternate delivery systems for services are recommended.

The method of the delivery of library service in a small and compact geographic area is comparitively simple. Children, young adults and adults can readily come to the library and receive service. They can borrow library materials, utilize the reference and information services and participate in library activities. Except for those special services needed by people who are unable to come to the library because of any of a variety of reasons, people are easily served.

In an area such as Coos County, where the population is distributed over a large area along with areas of concentrated population, alternative methods of service must be considered. Whatever the means utilized, the service should be available where the people are. Library branches, library outlets-deposit collections, bookmobiles, books-by-mail, telephone service and van service are all means to be considered in the establishing of service in a large geographic area with varying degrees of concentration of population.

In Coos County, although the larger part of the population is located in cities with public libraries, a substantial part of the population is distributed over a large geographic area. This fact requires a creative approach in the delivery of library service. To place full library service in close proximity to all potential users is not feasible. The use would not justify the cost. It is feasible, however, to set up library outlets — deposit collections — close to many of the people in areas where library service is not now readily available.

The establishment of **library outlets** at the recommended bookmobile stops in the Recommended Plan should be considered in the Alternate Plan. The actual locations of the collections of books within the communities should be determined in consultation with the people to be served when the alternate plan is put into operation. In most instances, a school, community center or a commercial operation will be suitable locations for a deposit collection. Two considerations for determining the location of

collections within the community which should be observed are the 1) availability of the library materials to the public and 2) the level of the over-seeing of the service which can be provided.

It will be feasible for the Coos Cooperative Library Service to purchase a **van** which can be fitted with shelving and stocked with books. This mobile service could travel on all types of roads and would maintain the small library outlets with rotating collections of books; it would serve, also, small population centers, nursing homes, hospitals, retirement homes and institutions. The van should be a transportation delivery service among the libraries in the Coos Cooperative Library Service, also.

**Books-by-Mail** can be economical and effective means for the delivery of library service to rural route residents. The program should be developed along with the library outlet and van library service to avoid duplication of services. Books-by-Mail programs can range from the simple to the complex but either type of program is relatively easy to establish and maintain. An effective utilization of the Books-by-Mail program involves the development of a separate collection of paperback books and the distribution of catalogs by bulk mail to all potential users. The catalogs will provide a listing of all books available under the program. While this approach in the Books-by-Mail program requires a public information program, the catalog itself serves as an impetus for those participating in the program to use this library service. The catalogs also enable the users to know what is available and saves staff time in providing the service. The readers can review the materials offered and thus be assisted in making selections. The library staff knows what requests to expect and knows that the books are in the collection. To encourage use, extend the service and to maintain currency, supplements to the catalog should be made available at regular intervals. The catalogs may be simple or detailed depending on the needs of the residents eligible for the service. The catalogs should contain the listing of the books available and should be partially annotated. They should be organized by subject and author to assist in selection. People should be encouraged to telephone or mail requests or handle them by both methods. They should be able to return the books by mail at no cost or return them in person.

A mail order library program need not be limited to the delivery of books. Other library materials which can be sent easily through the mail should be included. While mail programs do not offer complete library service, they do enable the library to make materials available to a large number of residents at a minimum cost.

In the Alternate Plan, library outlets-deposit collections, van service and Books-by-Mail service are recommended extensions of the service in the Coos Cooperative Library Service. The van service and deposit collections and the Books-by-Mail service are excellent means of supplementing existing facilities and the other cooperative library services in the Recommended Plan. Because they provide library service in a short space of time, they can be in operation while other programs are being developed. They maintain an ongoing program of service. These methods of delivering library service can easily accommodate new residents who move into Coos County in the areas served. The circulation statistics will be useful when bookmobile service is considered for incorporation into the cooperative service. The experience with the van-deposit collection and Books-by-Mail will be helpful, also, in determining service stops for bookmobile service. Flyers describing the service and bibliographies can be mailed periodically to tell the people about the service, show them how to use it and tell them what is available. These programs of service have an unlimited potential for serving the people of Coos County. They are also services which have a needed flexibility in programming.

While these methods of service delivery are included in the Recommended Plan, they are supplementary to other delivery methods. They should, in the Alternate Plan, be fully developed because they will be the primary means of delivering library service outside the library building. It is recommended that the library outlets-deposit collections be established in the first year of the Coos Cooperative Library Service — 1979-1980. The van should be purchased that year, also, to facilitate the development of library outlets. Service to nursing homes, institutions, the homebound, retirement homes and hospitals should begin in the first year, also. Books-by-Mail should be established in the second year, 1980-1981. This should be a complete service to all rural route residents. A separate collection of paperback books should be maintained at S W O C C where the van will be headquartered. A catalog should be issued to all potential users. Regular supplements should be issued as needed. During the third year, under the Alternate Plan, the effectiveness of library outlet-van service and the Books-by-Mail service should be evaluated. An element in the evaluation should be the consideration of bookmobile service in future planning.

The Alternate Plan can be funded through a general increase in the appropriations for library service by both the County and the cities. The appropriation will support library service to the out-of-city residents through the city libraries and will enable each city to increase its level of service in both quality and quantity. The increased funds from the County would be distributed to the cities on the basis of use by out-of-city residents and under contract as is presently done. To achieve the funding for the Alternate Plan requires, the first year, at least three times the amount presently provided to the cities by the County for the funding of library service to out-of-city residents. The amount of increase needed by each city will vary according to its population, assessed valuation and present level of service. The Alternate Plan can be funded, also, by a library serial levy of 40 cents on $1,000 of assessed valuation. With the present assessed valuation, the amount available for library purposes each year under the levy will be $382,685. The tax rate will drop each year because the assessed valuation increases each year. The funds will be distributed to the cities through an Equalization Grant, through a Library Levy Refund and a Cooperative Library Service Fund for services at S W O C C.

The funds would be budgeted, under the levy, as follows:

SAMPLE BUDGET - COOS COOPERATIVE LIBRARY SERVICE - COOS COUNTY

**1979-1980**

**Alternate Plan**

$956,711,920 - Coos County Assessed Valuation

40 cents tax rate - Library serial levy

$956,711,920 x 40¢ = $382,685

$382,685 x 12% (uncollectable taxes) = $45,922

$382,685 - $45,922 = $336,763 - Total amount of County funds available under the Library Serial Levy

$52,200 - Cooperative Library Service Fund - Cooperative Library Services at Southwestern Oregon Community College

$336,763 - $52,200 = $284,563 - Funds available for cities under the Library Serial Levy

$184,072 - Library Levy Refund - Taxes paid by city residents into the Library Serial Levy

$100,491 - Equalization Grant - Allocation based on the percentage of use by residents living outside of the incorporated areas supporting public libraries

Southwestern Oregon Community College—Cooperative Library Services on Behalf of the Coos County Library Association

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,100 |
| Van Purchase and Modification | 15,000 |
| Personnel | 18,000 |
| Librarian one-half time | |
| Typist/Driver | |
| Library Materials | 12,000 |
| Supplies, Equipment and Operating Expense | 2,000 |
| Vehicle Operating Expense | 2,000 |
| General Operating Expense (Including $100.00 for CCLA) | 1,100 |
| Total | $52,200 |

The above figures for S W O C C are estimates.

Compilation of Proposed Distribution of Library Serial Levy Refunds and Equalization Grants to Cities with public libraries - Example

The first year of a three year library serial levy:

| | |
|---|---|
| **Bandon** | |
| Library Levy Refund | $13,716 |
| Equalization Grant | 16,179 |
| Total County Funds in Cash | $29,895 |
| **Coos Bay** | |
| Library Levy Refund | $ 75,312 |
| Equalization Grant | 47,934 |
| Total County Funds in Cash | $123,246 |
| **Coquille** | |
| Library Levy Refund | $16,941 |
| Equalization Grant | 9,949 |
| Total County Funds in Cash | $26,890 |
| **Myrtle Point** | |
| Library Levy Refund | $11,684 |
| Equalization Grant | 8,240 |
| Total County Funds in Cash | $19,924 |
| **North Bend** | |
| Library Levy Refund | $64,098 |
| Equalization Grant | 14,973 |
| Total County Funds in Cash | $79,071 |
| **Powers** | |
| Library Levy Refund | $ 2,321 |
| Equalization Grant | 3,216 |
| Total County Funds in Cash | $ 5,537 |

All Six Cities Supporting Public Libraries

| | |
|---|---|
| Library Levy Refund | $184,072 |
| Equalization Grant | 100,491 |
| Total County Funds in Cash | $284,563 |
| Cooperative Library Service Fund Benefits in Service | 52,200 |
| Total County Funds | $336,763 |

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Southwestern Oregon Community College — Cooperative Library Services on Behalf of the Coos County Library Association

1980-1981 (Estimates given for only the cooperative library services headquartered at the Southwestern Oregon Community College)

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,250 |
| Personnel | 22,000 |
| Librarian one-half time | |
| Driver/Library Assistant | |
| Typist — hourly basis | |
| Library Materials | 13,000 |
| Books-by-Mail Service | 8,000 |
| Supplies, Equipment and Operating Expense | 2,250 |
| Vehicle Operating Expense | 2,850 |
| General Operating Expense (Including $150.00 for CCLA) | 1,250 |
| Total | $51,600 |

Southwestern Oregon Community College — Cooperative Library Services on Behalf of the Coos County Library Association

1981-1982 (Estimates given for only the cooperative library services headquartered at the Southwestern Oregon Community College)

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,350 |
| Personnel | 26,000 |
| Librarian one-half time | |
| Driver/Library Assistant | |
| Typist one-half time | |
| Library Materials | 14,000 |

| | |
|---|---|
| Books-by-Mail Service | 4,000 |
| Supplies, Equipment and Operating Expense | 2,350 |
| Vehicle Operating Expense | 3,000 |
| General Operating Expense (Including $200.00 for CCLA) | 1,350 |
| TOTAL | $53,050 |

The above figures for S W O C C are estimates

## III. CHARACTERISTICS OF COOS COUNTY, OREGON

The unique characteristics of Coos County have a definite relationship to the development of library service on a cooperative basis. The development of a plan for effective service requires that the characteristics of the County be carefully considered. The pattern of service must be developed in relation to the geography, climate, population, transportation, communication and economic conditions. Elements of plans for library development utilized in other areas in the State or in the nation can be utilized in Coos County. They must, however, be adapted to Coos County and the patterns of library service developed to serve the people in the County.

**Geography and Climate**

Coos County, created in 1853, by the territorial legislature, reaches from the Coast Range on the east to the Pacific Ocean on the west. There are 1,627 square miles in the County. The Coos and the Coquille are the largest rivers. The average rainfall is 62 inches. The maximum summer temperature is about 80 degrees with the average about 60 degrees. The minimum winter temperature is about 25 degrees with the average about 46 degrees. The average length of the growing season is about 200 days. Thus, Coos County has a mild climate. The weather is not extreme. The terrain in the area is rugged in the coastal-mountain area. Coos County has approximately 75.5 miles of shoreline. 53 miles are along the Pacific Ocean and the remainder in bays, rivers and estuaries.

**Population of Coos County**

About half of the people in Coos County live in the Coos Bay-North Bend area. The population growth in the County has not been significant in the last decade. Coos County has had a slow growth. As of July 1, 1977, the population was 61,110, and as of July 1, 1978, 63,200. The City of Coos Bay, founded in 1854, is the largest city in the County, in both land area and population, with an estimated population, July 1, 1978, of 15,300. In addition to Coos Bay, incorporated areas are, with their July 1, 1978, estimated population: Bandon, 2,450; Coquille, the county seat, 4,700; Eastside, 1,680; Lakeside, 1,580; Myrtle Point, 3,000; North Bend, 10,300; Powers, 975.

In the 1970 census the population was almost equally divided between male and female. The largest number of people were in the age bracket of 5-14 with the second and third in the 25-34 age group and in the 45-50 age group. The average age of the population is currently rising. The school population for the County, K-12, for the school year 1978, by districts is: Coquille #8, 1,777; Coos Bay #9, 5,813; North Bend #13, 3,954; Powers #31, 144; Myrtle Point #41, 1,212; Bandon #54, 968.

**Transportation and Communication**

Coos County has approximately 800 miles of roads. U.S. Highway 101 is a major route which is the north-south transportation link. It runs the length of the County and serves also as a link in east-west transportation because it provides access to Highway 38, thus to I-5. State Highway 42 runs from south of Coos Bay to Coquille, Myrtle Point and to I-5. Highway 42 also serves the smaller communities in the Coquille Valley. Highway 240, the Arago Highway, runs from Coos Bay to North Bend southwest to Charleston. Highway 241, the Allegany Highway, runs from Eastside northeast to Allegany. The Powers Highway 242 runs from south of Myrtle Point. Highway 42S runs between Coquille and Bandon. Many of the roads in the County, although hard-surfaced, do not facilitate fast travel because there are many curves and grades.

Public transportation is available by the Greyhound bus and limited air transportation. The airport is located five miles north of Coos Bay in North Bend. There is no public transit system. A bus program, the Community Bus Service, is operated by the Bay Area Senior Activity Center. The elderly and disabled take precedence but other fares are taken when seats are available.

The telephone service system in Coos County is provided by the General Telephone Company of the Northwest. Teletype service is also available on a limited basis.

**Economics of Coos County**

With the concentration of people along the coast, the remainder of the area of the County is in rural farming and timberland. The principal industries are lumbering, agriculture, fishing, shipping and recreation. There are over 700 farms in Coos County comprising 16% of the total area of the County. The most important agricultural commodities are dairy, livestock, farm forest products and cranberries. The local economy is primarily dependent on timber and wood products.

The principal trade center is the Coos Bay-North Bend area with intermediate trade requirements met by the cities of Coquille, Bandon and Myrtle Point. The Coos County unemployment rate in May, 1978, was 5.4%. The high Oregon rate was 13.2 in Hood River County and the low was 2.6 in Gilliam County. Coos County's industry is dominated by lumbering-manufacturing which employs 50% of the working force. Coos Bay is the world's largest lumber shipping port.

The total assessed value of Coos County in 1978-1979 was $956,711,920; that of the cities supporting public libraries was as follows: Bandon, $34,389,203; Coos Bay, $188,279,888; Coquille, $42,353,153; Myrtle Point, $29,210,241; North Bend, $160,246,251; Powers, $5,803,288.

Many of the characteristics of Coos County have an effect on library service. Geography and climate affect the design of the bookmobile. The road system is important to both the bookmobile and the van service. Each library can easily be reached by the courier service. Many of the other areas are less accessible but can be reached by one of the services. Library services and facilities will play a key part in the future of Coos County. The accessibility of these services is an important concern in the educational and cultural aspects of both the urban and rural development in Coos County. The need for the accessibility of library service throughout Coos County is evident. The satisfying of that need in the present and the future will assist in the future positive direction of the County.

# IV. CHARACTERISTICS OF LIBRARY SERVICE, COOS COUNTY, OREGON

Library service in Coos County has been provided by libraries working cooperatively and through the libraries acting independently. The types of libraries providing library services include public libraries, supported by city and county funds with one library on a volunteer basis; school library services in elementary and secondary schools, funded by the school districts or privately funded; community college library funded by the community college district; special libraries supported by federal, state or private agencies. The resources and services now provided by these several types of libraries are summarized. The information is taken from reports, on-site visits, questionnaires, records and descriptive materials.

**Public Library Service**

In Coos County, public library service is provided through six publicly supported libraries and one volunteer library. These are not large libraries nor are they well financed in relation to their use. The libraries provide service to both the residents and to people residing in the unincorporated areas although the support for the out-of-city service is minimal. They have been assisted in providing public library service through the Union Catalog, teletype and interlibrary loan. This service is located at the Southwestern Oregon Community College but does not receive direct support from city and county funds.

The overall greatest need in public library service is the providing of adequate budgets for public libraries, both on an individual basis and for the cooperative services. In spite of budgetary constraints, the libraries have many strengths of service. The libraries provide a service which enables people to borrow large print books. These are furnished primarily through the Oregon State Library. Permanent collections are also needed in Coos County. Pre-school story hours are held in many of the libraries. Summer reading programs are available to children in all of the libraries. The libraries are contributing to the Coos County Union Catalog and are realizing benefits in materials located and received on interlibrary loan. Friends of the Library are active in many of the public libraries. One of the successful activities that the Friends have sponsored is that of book sales. All of the libraries have been making continued improvements in their book collections.

Longer hours of service is a current urgent need for public libraries in Coos County. Through longer service hours more people can be accommodated so the hours open should be determined with the people's needs in mind. Audio-visual materials of every type are needed. All of the library buildings have additional space requirements and some have need for parking areas. North Bend's need is most acute as far as parking space is concerned. The building space is needed for both the present and future requirements. Parking space for the immediate present is a requirement. A drive-up book return would be helpful and would avoid the need of parking to return library materials. Libraries should be able to provide reference service at all hours that the library is open and a full children's program should be available during those hours. Although the book collections are, for the most part, well developed, continued effort should be directed toward the updating of the non-fiction collection, especially in the young people's area.

Budget constraints have limited the public libraries, not only in resources, space and hours of opening, but also in staffing libraries. Libraries should have enough staff to provide full library service during the time that the library is open. At the present time some of the libraries have only one person staffing the library because of the staff shortage. Bandon Public Library, for example, at times, has only one person on duty when the library is open and that person has the responsibility for providing all of the services. A recent drastic reduction of staff occurred in Coos Bay Library. The failure of the City's budget measure resulted in the reduction of staff from ten to four in the Coos Bay Public Library. This reduction, in turn, resulted in reduced hours of service from 57 hours to 36 hours. While Comprehensive Employment and Training Act positions are essential to libraries in Coos County, they do not take the place of permanent staff positions in providing adequate service. They should have permanent staff provided at an adequate level. Salaries for library staff should be reviewed to ensure that they are in line with the positions in Coos County with similar education and experience requirements and with similar degrees of responsibility.

Outreach programs are needed to provide library service to the handicapped, homebound and others unable to come to the library. One example of a successful outreach program is being carried out by the Coos Bay Public Library. It was established by a Comprehensive Employment and Training Act grant

and is being continued through the Senior Community Employment Service. The program is staffed with two paid employees and with volunteers. The service reaches the homebound in the area and the nursing homes. Programs to collect local and oral history are also needed in the County although some are already underway. An excellent example of a cooperative program on local history is the video taping of history in Coos County. This will result in a series of television showings - "Soundings." The tapes will then be housed at the Southwestern Oregon Community College and will be available for lending. A grant to the Coos County Library Association from the Oregon Committee for the Humanities in Portland, a Division of the National Endowment for the Arts, makes this program possible.

Coos County has one volunteer public library, the Dora Public Library. It is located in a rural area which has an active reading population. The library maintains a collection of both fiction and non-fiction for adults and children. The collection contains both current and standard book titles. The books are gifts from the public. The library is attractive and well used. The Dora Public Library demonstrates the need for library service in areas away from urban centers.

The libraries' services are supplemented with the resources of the Oregon State Library both with materials and consultant services. The Consultant services of the Oregon State Library have been expanded by the addition of a Children's Consultant.

**School Libraries**

There are seven public school districts in Coos County. One of these districts includes parts of both Coos and Douglas Counties. There are also parochial schools in the County. The Coos County Education Service District is located in Coos Bay.

The Coos County Education Service District is a resource primarily for school libraries but is a real and a potential resource for all libraries as are they for E S D. Areas of special interest in the services provided by the Education Service District are the education of handicapped children and career education programs. The Instructional Materials Center can be helpful to all media programs. The 1978-1980 IMC Film Catalog is a resource not only for films available in the I M C but also for films which may be secured on a permanent basis through purchase. The I M C also provides an expertise in media which is

invaluable to librarians. The Media Center in the Coos Bay School District provides services for the district similar to those of I M C as does Myrtle Point High School for the Myrtle Point School District.

Elementary school libraries are developing in Coos County. In District #41, Myrtle Point and District #8, Coquille, each has an elementary school librarian who coordinates the library services at the elementary level. District #9, Coos Bay, has an additional elementary school librarian in 1978-1979. District #13, North Bend, has an exemplary cooperative elementary school library program. The cooperation is among the elementary libraries in the district and with the public libraries. Each year, children in the Summer Reading Program learn about a selected subject or subjects. The most recent program was "Parks Galore-ious" - a program which toured the seven national parks. The library program is open to all children in grades K-6 during the summer months. The program is coordinated by the North Bend Elementary School Library Center and utilized throughout the North Bend elementary schools. The school libraries are open one day each week, on alternate days. The same program is offered by the North Bend Public Library on one morning a week as well as by the Coos Bay, Coquille and Myrtle Point public libraries. 1978 was the fifth summer for this program.

The secondary school library programs are well developed throughout Coos County. The high school libraries participate in the Union Catalog and work cooperatively with other libraries as do the middle and junior high schools. One of the greatest strengths in resources of all of the libraries is that of audio-visual materials. Some of the libraries have strong reference collections - others need the reference collection strengthened. Another strength in service is the service-oriented staffs. Access to the interlibrary loan network is also a great service strength. The school librarians are community-oriented and assist the community with library service whenever possible. The teaching programs of libraries provide an essential service and instruction in use of the library. A developing program at the Myrtle Point High School is in the area of library skills-information service. This is one component of the districtwide multi-media program. The long hours of service which are available in some of the libraries are especially helpful. North Bend High School Library is an excellent example of a library with long hours of service. The Marshfield High School has a strong resource and service library program with both a media center and a library. Each is staffed by a librarian and media specialist. The Coquille High

School Library works actively with the community and with other libraries in the area. Some of the school libraries in Coos County provide a period of time to the librarian before the opening of the school year and after its closing. This extended contract is recommended for all school librarians in the County.

There are many needs in the area of school library service even though good service is presently being given. The resources of the libraries need to be increased. One special area of need is that of materials replacement budgets. Library collections are, in some instances, deteriorating because of lack of replacement funds. In other instances the collections need to be up-dated. Space, especially storage space, is a problem in some of the school libraries. A related space problem is the location of the library. In several school buildings, the library has a difficult physical access. Staffing is definitely lacking in some of the school libraries. One example of this need for more library staff exists in District #31, Powers. Additional staff is needed so that both the elementary and the high school libraries can provide service during all times the library is open. It is important to have library staff in a school library during all the hours the school is open in any of the school libraries.

The school libraries are developing resources and services to serve handicapped children and the teachers who are working with them. This is in response to Public Law 94-142 which requires that handicapped children receive equal educational opportunities, services and facilities. The school libraries' financial support should be increased in all areas to meet the special needs of the libraries. Because the library programs are related to the school curriculum, each library's program should be reviewed carefully in that aspect. Funds should be supplied to libraries where a need is identified.

School and public libraries can assist each other in providing library service to the students and to the public. Each type of library must be, however, strong in its own service before cooperative services are possible. Coos County has made good progress in cooperative services. They only need to be strengthened, broadened and adequately supported.

**Community College Library**

The Southwestern Oregon Community College Library occupies Tioga Hall's second floor with office

space and book processing on the first floor. There are over 40,000 volumes available to both the community and to the college students. The collection includes reference materials, books in liberal arts, technical and vocational fields, current and back issues of periodicals and a representative selection of local and metropolitan newspapers. It serves a two county district, Coos and the western part of Douglas Counties, of 1,997 square miles with an estimated population of 66,230. It is a library in the first community college formed in Oregon. The library has 46,400 volumes; 450 magazines; 20 newspapers; 940 tape recordings; 4,185 disc recordings; 280 microforms and 364 pamphlet materials. The Community College District has a total assessed value, 1977-1978, of $930,270,871.

The Southwestern Oregon Community College Library works with all libraries in Coos County. The library is the Center for interlibrary loan for the County. Probably the greatest need for the Community College Library is that of space. The third floor is needed for the College Library service. The space on the first floor is crowded for the services performed there. The reading and seating space on the second level is inadequate for the number of people to be accommodated. It has become necessary to utilize the floor space for the library collection. Financial support is needed, also, for the cooperative services. One-half of the fourth floor is needed to accommodate the cooperative services within the College Library.

The Southwestern Oregon Community College Library is an asset to library service in Coos County. The library provides a strong collection of materials as well as being a vital element in cooperative services.

**Special Libraries**

Special libraries are an asset to a community because they provide resources which are not available in other types of libraries. Coos County is fortunate to have special libraries with unique materials. The special libraries include those which provide full library service and those which serve, primarily, the agency of which they are a part. Regardless of the service provided, the collections of materials enrich resources of all the libraries in Coos County. It is of great benefit to the people of Coos County when the titles in special libraries are included in the Coos County Union Catalog.

**The Coos-Curry Council of Governments' Library,** located in North Bend, provides resource information which will enlarge the resources of the libraries in the County. The subjects covered by the titles in the library include criminal justice, ageing, public administration, social service, environmental protection, natural resources, energy, estuaries, coastal zone management, housing, demography, economics, regional planning, transportation and water quality. The collection, providing research and administrative information, consists of about 2,500 volumes. The library has been organized for the use of C C C O G and also to make the information available to the public. The cards for these materials are incorporated in the Coos County Union Catalog. A card catalog for the materials is available at the Coos-Curry Council of Governments. **Fiscal Impact Handbook** is an example of a reference book recently added to the library on the subject of fiscal impact on local government as the result of development.

The **Oregon Department of Fish and Wildlife Research Laboratory Library** is located in Charleston. The library is open from 8:00 A.M. to 5:00 P.M. Its greatest strength is in its periodical collection. Because the library is used primarily by the staff of the Department, the subjects covered by the library pertain to the work of the Department of Fish and Wildlife. The public can use the materials in the library.

The **Menasha Corporation-Land and Timber Division** maintains a working library on the general subject of forestry. The public may use the library under special circumstances. The library is located in North Bend.

The **University of Oregon Institute of Marine Biology Library** is located in Charleston. The Institute serves about 250 people in the agency. Its service strengths are in the undergraduate lending and in the providing of resources for local agencies. The library resources are marine biology texts, reprints and student reports and scientific journals. Additional scientific journals and reference works are needed to strengthen the collection. The primary responsibility of the library is to the students although the public can secure information from the library.

The **U.S. Naval Facility, Coos Head Library** is located in Charleston. It serves about 350 people and is open twenty-four hours a day, seven days a week. The library needs more space and additional resources. It provides a good current collection of fiction and non-fiction for the personnel of the

facility.

The **Coos-Curry Pioneer Museum,** located in Simpson Park in North Bend, maintains in its library a historical collection of books and manuscripts as well as photographs. The books and manuscripts have been cataloged and the cards incorporated in the Coos County Union Catalog as well as being maintained at the Museum.

Coos County maintains a **Law Library** in the Courthouse in Coquille. The library is used primarily by attorneys, legal staff, correctional personnel and the detainees in jail. The material is available for public use.

The **Marshfield Sun Museum** in Coos Bay, in addition to its display of hand operated typesetting and printing equipment, has the beginning of a collection of materials on printing.

The **Fisherman's Library** in Charleston is an outlet for reading materials primarily for the fishermen. The purpose of the library's activity is to have reading materials for anyone who comes to the library. The collection is informally organized and receives extensive use.

The **United States Department of the Interior, Bureau of Land Management, Coos Bay District** office, in Coos Bay, has an organized collection of library materials. The collection contains magazines and reference materials, pamphlets and periodicals. In size, it occupies about 120 cubic feet of shelves. It is a working collection which contains material pertaining to the Bureau of Land Management.

The **Coos Bay Stake Genealogical Library,** in North Bend, maintains an excellent library for genealogical study. It has access to additional materials, also, on interlibrary loan. It is open to the public and maintains convenient hours for use.

The **Bay Area Seamen's Center** in Coos Bay maintains a collection of reading materials - books, pamphlets, magazines and newspapers for the seamen who come to the Center. Because the seamen are from so many different countries, the reading materials are available in many languages. The materials are made available on an informal basis.

The **Bandon Museum,** maintained by the Bandon Historical Society, has opened a print room, has a quarterly newspaper and photographs in addition to the many other aspects of its historical displays.

Additional organizations and agencies with interests allied to those of libraries are the Coos Art Museum at Coos Bay; the Art Center at Coquille, which is sponsored by the Coquille Valley Art Association; and the classes offered by Marylhurst and by the University of Oregon within Coos County.

**Use of Library Services**

Even with the many present library services in Coos County, the use of the libraries is only moderate. Although it is difficult to ascertain an exact percentage of use, the percentage of the people in Coos County using the library appears to be higher than the estimated national figure of ten per cent.

There are many reasons given for non-use of the library but the single reason most often evident for non-library use is the lack of knowledge about what library services are available. Those who do use the library usually rate the services and resources as good. There is, however, a lack of awareness of what information exists, where it is located and how it can be obtained.

The library service mentioned most often as being used is the circulation of books. The next service most frequently mentioned is the children's service. Information service and interlibrary loan service were frequently mentioned as being used. Students, in particular, are interested in back issues of magazines.

Many people indicate that they are too busy to use the library. Some have never developed the habit of looking to the library for reading and informational materials. Some people are just not reading very much. Others mentioned fines as being a deterrent. In some of the households, a second car is not available and the library is too distant to reach it by walking. Inconvenient hours were cited, also, as a reason for non-use. Some of the people secure their books and other reading materials from sources other than the libraries.

The people using the library do so for leisure reading, community information, reference information, job information, school information and for specific educational materials or for an overall education. It appears that more women than men are using the library and that more younger people are using the library than the elderly. People who used the library regularly lived distances ranging from two blocks to 23 miles. The distance most frequently given was one mile or less. Some of the people who indicated

the distance in blocks used a work address to determine the distance.

Services which people suggested for improving the library program included: more programs for children and young adults; books-by-mail and bookmobile service; information and referral service; special service to senior citizens; special service to the handicapped; oral history; large print books; home delivery to the homebound; Sunday hours; record players, projectors, tape recorders, films, tapes and similar materials and equipment for loan; Saturday morning hours; print and art objects for loan; foreign language materials; medical information; legal materials; paperback collections increased; computer assisted reference service.

A reason frequently given for people not using the library is that they believe that the library has nothing for them. One of the responsibilities of the libraries, shared with others, is to make the citizens, government officials and others aware of the services available in a library for all of the people. Many misconceptions exist concerning the role of the library in the community. A simple statement of service is not enough because each person is different from another. While there are groups of people with comparable needs, there are, also, many different groups. A variety of factual informational materials should be presented to the public as well as suitable library materials. It is essential that such public information material be available. Even people who are aware of the library may not understand the value its service can be to them. Assessing community needs is essential to the development of library programs, especially in new areas of service. Effective library services do not just happen but require careful planning and staff time available for that planning. The assessing of community needs provides a basis for setting priorities and designing services which meet the needs and desires of the people.

Many means of making the library services known to all are available to libraries. Bookmarks are excellent for advertising any type of service. They are especially good in advertising homebound services, hours the library is open for service, subjects available, bookmobile schedules and film programs. The elimination of fines assists in public relations. A drive-up book return is also an excellent service for the public. To make newcomers acquainted with the library, the libraries can provide attractive and informative materials to the Welcome Wagon and a Newcomer's Kit. The effort must be continuous to show real results.

Libraries should be as useful as possible and useful in many ways to many people. Neighborhood bulletin boards, newsletters, radio and television—all are communication means to give people an idea of what libraries have to offer. Because libraries exist in a period of change, the needs for library service change. Determining who in Coos County needs what kind of library service is not an easy task but it is an essential one in planning. Cooperative library services will set priorities and set their timing, but the services must be reviewed on a continuing basis to ensure that they are still valid or to be changed if they are not. Libraries are a very important part of the education and development program of Coos County. Through working together in providing library service, the libraries will ensure that quality library service in Coos County is available and accessible to all.

## V. PILOT PROJECTS

To supplement on-going library programs, pilot projects should be developed with supplemental funding specifically provided to support the pilot projects. In most instances, when the project shows that it is an essential service, the service should become a permanent part of the on-going library program. The following pilot projects recommended to be developed, during the next five years, on a cooperative basis are the following:

1. **Children's Library Program Specialist** - The Children's Library Program Specialist will act as a specialist in serving the entire County in the area of children's library programs. This program will supplement any programs already a part of the library service in Coos County. The Children's Library Program Specialist will provide story hours for pre-schoolers and for children of school age. The Specialist will, also, work with parents in assisting them with children's reading. Work will also be carried out with other adults working with or interested in children. A broad program will be built on the special needs of the entire community - Coos County. The program will include work with other agencies such as the Child Care Council and with other similar groups with service goals related to those of children's library service. The children's program will be carried to areas, also, where the bookmobile provides service. In these areas, story hours will be conducted, films showings held and puppet programs and others of a similar nature provided.

2. **Business, Industry and Government Library Service** -This one is a pilot project which will be an extension of reference and information service already available but will be directed entirely to meeting the needs of business, industry and government. The staff involved in the project will need to work closely with business, industry and government represented in the County and with the many special libraries in the County. Specific materials will be employed to meet the special requirements of the agencies and their personnel. The staff in the project will be specialists in the providing of information service. They will have special skills, also, in securing the specialized materials and locating the information requested or needed. Workshops will be held by the staff for the users and potential users to acquaint them with the specialized information available as well as to enable the staff to know the

requirements of business, industry and government. A close liaison with other information and research agencies will be constantly maintained.

3. **Oral History** - Coos County is rich in history and has a history which is varied within the County. Much of the history which is known by many of the Coos County residents will never be written but it can be made available for the future through a planned oral history program. The program will require staff and equipment as well as facilities to make the resulting resources available to the public. The personnel in the project will have a background in the history of Coos County as well as training in the planning and implementation of an oral history program. The staff will be able to identify people in the County who can contribute to the historical resources and have the ability to record the narrative. The program will provide Coos County with an invaluable historical resource.

4. **Library Service to the Handicapped/Disabled** - Library service should be available to the handicapped/disabled as readily as it is to all other people and as accessible. It is necessary, however, in developing a new program of service to give special emphasis to that program for a period of time. Following the intensive program of service, the particular service can then become part of the on-going program of the library. One service which requires special emphasis is library service to the deaf and the hearing impaired. The staff will have special training in communicating with the deaf in this project. One method of communication, sign language, can be learned through the sign language classes at the Southwestern Oregon Community College. Captioned films are available and can be borrowed, rented or purchased for use with group showings. Informational materials on the several means of communication with the deaf are also available in books, films, video-tapes and other media. Special materials such as high interest books at an easy reading level and special interest books for children will be provided. Signed story-hours for children will be a part of the pilot project.

5. **School/Community Library Service** - The opening of a school library or libraries to the public will be of benefit to all the residents of the area when that area is at a distance from full public library service. This will include, in the project, the need for publicity concerning the time the school library is open to the community. It will include, also, extended hours of service and service during the summer

months. To accommodate the community, public library material will be included in the school library space. Staff will be required to provide the service during all hours the library is open to the community. An entrance from the outside directly into the library is helpful in developing a successful school/community library service. Before such a project is implemented, careful planning should take place to determine the need for the project in a particular community and, if needed, to provide the materials of interest to the people in the community.

6. **Career Education** - Because career information is such an important part of a student's life, it will be helpful to the students in Coos County to have an opportunity to learn, first hand, about the possibilities available in selecting a career. Because it is important to the community to attract young people to a career in Coos County, it will be helpful to the community to acquaint students with these possibilities. This project will not begin a new program but will intensify the involvement of libraries with programs already being implemented by the community college, schools and the community. Appropriate and specialized library materials will be required for this project as well as staff with a special interest in and a knowledge of career education.

7. **Union Catalog Completion** - Because some of the libraries in Coos County have not yet completed their contribution of cards for their collections, it is essential that a project be implemented to complete the Union Catalog in Coos County. The efficiency of the Union Catalog in the interlibrary loan process will be greatly increased by having a complete catalog. The holdings of libraries not yet in the Union Catalog should also be included in this project. Staff will be required to make copies of the cards in the libraries in Coos County and to file them into the Union Catalog at the Southwestern Oregon Community College. This will be a terminal project because the completion of the filing of the cards will complete the project. The maintenance of the catalog on a current basis will be a part of the on-going program of Coos Cooperative Library Service.

8. **Bibliographic Automation** - Coos County has unique resources in its libraries and has many of those resources represented in the Union Catalog. When the Union Catalog is complete, all of the library resources in Coos County will be represented. A project should be developed in Coos County to explore

actively the utilization of this data base in the most effective way. This effectiveness should be considered on a county, regional, state and national basis. Staff will be required for this project who have an interest and expertise in bibliographic control in its many aspects. Time will be required for research, conferences and for the development of a plan which is coordinated with other current and potential planning and implementation.

9. **Art Prints** - A pilot project of value to the residents of Coos County is the providing of an attractive collection of art prints. The prints will be suitable for and circulate to all ages of library users. The staff required for this project will have a background in art, in display and in the handling of this type of material. In addition to the purchase of art prints, space will be required for the displaying of the prints and for storing those not on display nor in circulation. Such a project is of value to the people on both an educational and a recreational basis.

10. **Regional Cooperation** - A planning and implementing of all possible means of extending library service through cooperation on a formal basis within the Southern Oregon Library Federation and with adjoining counties should be moved forward as rapidly as possible. The Coos County Library Association is a member of S O L F but there are geographic barriers to day-to-day cooperation. Special emphasis in this project will be placed on on-going formal cooperation with Curry County. A part of the project will be to explore with Curry County the areas in which the two counties can cooperate to the benefit of both. Children's library programs, Senior Citizen library service and school library services are possible cooperative areas. The same type of study will be carried out with Douglas County to identify areas of mutual concern and make a determination of areas of possible overlapping services. Cooperative programs include the library service in the Lakeside and Reedsport areas. When Coos County has established bookmobile service, the two counties should explore, under this project, the possible exchange of services. A Douglas County bookmobile now comes to Winchester Bay to the north of Coos County and to the Camus Valley School to the east of Coos County. The Coos County bookmobile will go to the Lakeside area on the north and to the Remote area on the east. With planned programming, an exchange of cooperative services is possible and of benefit to both counties. A part of

the project will be to identify those areas of cooperation in the Southern Oregon Library Federation in which Coos County can effectively cooperate with the other counties in the region and to implement the planning. This project will require staff members who have a knowledge of and experience in cooperative services of all kinds and have an expertise in cooperative library service.

# VI. APPENDICES

## A. OFFICERS OF THE COOS COUNTY LIBRARY ASSOCIATION

Alice Holt — President
Trustee
North Bend Public Library

Marcia Beber — Vice-President
Trustee
Flora M. Laird Memorial Library
Myrtle Point

Susan Messersmith — Secretary/Treasurer
Librarian
Flora M. Laird Memorial Library
Myrtle Point

B. COOS COUNTY LIBRARY ASSOCIATION

## CONSTITUTION

### Article I - Name

The name of this organization shall be the Coos County Library Association.

### Article II - Purpose

The purpose of this organization shall be to serve the people of the area by establishing and maintaining cooperative projects among libraries and library personnel of the area.

### Article III - Membership

Membership shall be by participation in the activities of the organization and shall be open to any public, school, college, corporate or special library staff, board member, or Friend and city officials.

### Article IV - Officers

Officers shall include but not be limited to president, vice-president, secretary/treasurer, who shall be elected by the general membership at a fall meeting. The term of office shall be 2 years.

### Article V - Meetings

1. Meetings shall be held at least four times a year for the purpose of planning and carrying on the exchange of ideas, information and materials.

2. A quorum shall exist if there are at least four libraries represented. A majority vote of those present is necessary to make a decision, provided a quorum is present.

### Article VI - Committees

1. There shall be a nominating committee appointed by the president at a spring meeting prior to the election meeting.

2. All other committees shall be created as the need arises.

### Article VII - Ratification and Amendments

1. This constitution will take effect when ratified by a majority of those members present at a regular meeting when first presented.

2. This constitution may be amended by a majority vote of those present at a regular meeting after the amendment is first presented.

Adopted **January 5, 1977**

## C. BASIC ASSUMPTIONS

The following are the basic assumptions on which the study and report are based:

1. That library service is related to the needs and desires of the community served.

2. That the library service provided is for all ages, all incomes - for all of the people regardless of geography, their status, handicaps or disabilities.

3. That cooperative library service provides a higher level of service than library service provided on an independent basis.

4. That the funding of library service should be on an equitable basis throughout the service area.

5. That libraries in cooperative services should retain their autonomy in governance.

6. That all types of libraries are part of a cooperative service program.

7. That continuing education of personnel is basic to effective library service.

8. That all residents in a service area receive as nearly equal library service as possible.

9. That planning and the implementation of that planning will be a continuing process.

10. That cooperation among libraries results in improved library service to the residents of the area served.

11. That the development of library service is based on the library user and the potential user as the primary concern.

12. That unnecessary duplication can be eliminated by agreed-on plans of acquisition and retention.

13. That library service should be provided on both a cost effective and a program effective basis.

14. That the residents of the community served should be involved in the planning of library service.

15. That libraries cooperate closely with other agencies which are working toward library program related objectives.

D. PLAN OF LIBRARY SERVICE

**Coos Cooperative Library Service**

**Goal** - Define the Goal of the Cooperative Library Program. What is to be achieved?

**Objectives** - Establish the Objectives. What is to be accomplished?

**Long Range:** The next ten years.

**Short Range:** Year by year for the next five years.

**Criteria** - Measurement for Evaluating the Progress for the Plan. How much should be accomplished and when should it be accomplished?

**Alternatives** - What are the different ways the Objectives can be accomplished?

**Decision** - What are the feasible alternatives to achieve the Objectives?

**Action Steps** - How will the Objectives be achieved?
What are the priorities?

**Resources** - What are the resources needed for each Action Step - people, materials, finances, facilities, cooperative activities?

**Implementation** - In what order will the Action Steps be taken to achieve the Objectives?

**Evaluation** - What information is needed and from whom and when? How will the Evaluation information be used effectively?

E. COORDINATOR/REFERENCE LIBRARIAN

**Job Description - Coos Cooperative Library Service**

**Education:** An MLS from an American Library Association accredited library school

**Experience:** Administrative experience or experience with cooperative library service and work as a public service librarian

**Duties:**

1. Assist in the development of cooperative library service
2. Assist in the development of policies and procedures in the Coos Cooperative Library Service
3. Attend the monthly meetings of the Coos County Library Association
4. Make recommendations concerning cooperative service to be developed by the Coos Cooperative Library Service and assist in determining priorities
5. Coordinate bookmobile service, van library service and books-by-mail service
6. Provide reference service to libraries in the cooperative library service
7. Develop the reference and information collections for the cooperative library service
8. Coordinate the Union Catalog and the interlibrary loan service in the cooperative library service
9. Supervise cooperative library service staff

**Typical Tasks:**

a. Makes a study evaluating the cooperative library service at the end of each year

b. Reviews the status of automation in the county, region, state and nation and makes recommendations concerning automation in the Coos Cooperative Library Service

c. Develops bibliographies on specialized subjects of countywide interest

**Personal Qualifications:**

1) The ability to work well with people

2) The ability to plan and implement creative programs of cooperative service

3) An aptitude for and an interest in research,reference and information projects

4) An ability to write clear and concise reports

5) Capable of operating a motor vehicle and holding a valid driver's license.

## F. AREAS FOR BOOKMOBILE STOPS - COOS COOPERATIVE LIBRARY SERVICE

**The following are suggested stops for bookmobile service. It will be necessary for an on-site survey of the area to be made at the time the bookmobile is purchased.**

| | |
|---|---|
| Binks | Lee Valley |
| Lakeside | Gravelford |
| Saunders Lake | Norway |
| Hauser | Bridge |
| Adams | Bancroft |
| Templeton | Remote |
| Glasgow | Broadbent |
| Empire | Gaylord |
| Charleston | Arago |
| Eastside | Lampa |
| Cooston | Riverton |
| Allegany | Fourmile |
| Dellwood | Laurel Grove |
| Millington | Dew Valley |
| Sumner | Twomile |
| Greenacres | Sunset City |
| Coaledo | Parkersburg |
| Fairview | Prosper |
| McKinley | Bullards |
| Dora | Randolph |
| Sitkum | Leneve |

Areas for Library Collections Between Bookmobile Visits:

| | |
|---|---|
| Lakeside | Fairview |
| Allegany | Dora |
| Charleston | Remote |

G. SAMPLE BUDGET - COOS COOPERATIVE LIBRARY SERVICE

**1979-1980**

$10.00 per capita in Coos County for public libraries

63,200 total population in Coos County

63,200 x $10.00 = $632,000 = total amount for public library service in Coos County

18% of $632,000 = $113,760 = total amount for cooperative library service budget to the Southwestern Oregon Community College

$632,000 - $113,760 = $518,240 = total amount available for individual public libraries - allocation based on population and the percentage of use by residents living outside of the incorporated areas supporting public libraries

**Southwestern Oregon Community College on Behalf of the Coos County Library Association**

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,210 |
| Bookmobile Purchase | 36,000 |
| Library Materials | 26,750 |
| Personnel | 34,200 |
| Librarian | |
| Library Assistant | |
| Typist/Driver | |
| Supplies, Equipment, Operating Expense | 5,000 |
| Vehicle Operating Expense | 7,500 |
| General Operating Expense (Including $100.00 for CCLA) | 2,100 |
| Total | $113,760 |

**Public Libraries**

| | |
|---|---|
| Bandon Public Library | $ 49,808 |
| Coos Bay Public Library | 221,448 |
| Coquille Public Library | 63,295 |
| Flora M. Laird Memorial Library (Myrtle Point) | 45,091 |

| | |
|---|---|
| North Bend Public Library | 123,158 |
| Hazel M. Lewis Library (Powers) | 15,440 |
| Total | $518,240 |
| Cooperative Library Services (SWOCC) | 113,760 |
| Total | $632,000 |

All of the above figures are estimates.

**Sample Budget - Coos Cooperative Library Service**

**1980-1981** (Estimates given for only the cooperative services headquartered at the Southwestern Oregon Community College)

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,250 |
| Library Materials | 16,000 |
| Personnel | 55,900 |
| Librarian | |
| Bookmobile Driver | |
| Library Assistant | |
| Van Driver/Library Assistant | |
| Supplies, Equipment, Operating Expense | 2,000 |
| Bookmobile Operating Expense | 10,500 |
| Van Purchase | 10,000 |
| Van Operating Expense | 2,850 |
| General Operating Expense (Including $150.00 for CCLA) | 2,500 |
| Total | $102,000 |

**1981-1982** (Estimates given for only the cooperative services headquartered at the Southwestern Oregon Community College)

| | |
|---|---|
| Interlibrary Loan Operating Costs (Union Catalog, Teletype) | $ 2,500 |
| Library Materials | 14,000 |
| Personnel | 61,300 |
| Librarian | |
| Bookmobile Driver | |
| Library Assistant | |
| Typist one-half time | |
| Van Driver/Library Assistant | |
| Bookmobile Operating Costs | 11,000 |

| | |
|---|---|
| Supplies, Equipment, Operating Expense | 2,500 |
| Books-by-Mail Service | 5,000 |
| Van Operating Expense | 3,000 |
| General Operating Costs (Including $200.00 for CCLA) | 2,600 |
| Total | $101,900 |

## H. SUBJECTS REQUESTED FROM THE OREGON STATE LIBRARY BY THE COOS COUNTY LIBRARIES

Among the subjects requested by the Coos County libraries from the Oregon State Library in 1977-1978 are:

Writing children's books
Holidays
Conversational French
Census information
History of quilting
Health insurance
Ghost towns
Wildflowers
Antiques
Theatre
Theatrical productions
Weaving
Air traffic control
Solar heating
Crafts
Nursing homes
Genealogical information
Nursing
Civil War
Building plans
Career education
Quilts
Customs
Sports
Art
Interior Decoration
Genealogy
Health
Astronomy
Geology
Mobile Homes
Legal rights
Financial management
Careers
Hobbies
Music
Guns
Aviation
Geriatrics
Real estate
Home building
Geography and travel
Weather forecasting
Oregon history
Indians (American)
Needlecraft

Wind generated electricity

Handicapped children

Languages

Secretarial work

Taxation

Jewelry

Diets and dieting

Weather

Small business

History

Cooking

Lumbering

Home repair

How-to-do-it information

I. 1977-1978 - PUBLIC LIBRARY RESOURCES - COOS COUNTY

| Public Library | Volumes |
|---|---|
| Bandon | 19,900 |
| Coos Bay | 49,103 |
| Coquille | 16,422 |
| Myrtle Point | 14,356 |
| North Bend | 33,389 |
| Powers | 12,340 |
| Total | 145,510 |

| Public Library | Audio-Visual Resources |
|---|---|
| Bandon | 107 |
| Coos Bay | 2,072 |
| Coquille | 170 |
| Myrtle Point | 226 |
| North Bend | 430 |
| Powers | 000 |
| Total | 3,050 |

| Public Library | Local Funding |
|---|---|
| Bandon | $ 27,535 |
| Coos Bay | 102,529 |
| Coquille | 42,059 |
| Myrtle Point | 24,742 |
| North Bend | 65,780 |
| Powers | 9,063 |
| Total | $271,708 |

Federal funds received: Coos Bay, $50,000 (Federal Revenue Sharing):
State funds received: Myrtle Point, $920.

J. 1977-1978 - PUBLIC LIBRARY STATISTICS - COOS COUNTY

| Public Library | Circulation |
|---|---|
| Bandon | 42,070 |
| Coos Bay | 152,062 |
| Coquille | 40,542 |
| Myrtle Point | 25,578 |
| North Bend | 77,063 |
| Powers | 22,251 |
| Total | 359,566 |

| Public Library | Interlibrary Loan | |
|---|---|---|
| | Borrowed | Loaned |
| Bandon | 432 | - |
| Coos Bay | 1,109 | 201 |
| Coquille | 577 | 32 |
| Myrtle Point | 377 | 50 |
| North Bend | 163 | - |
| Powers | 470 | 306 |
| Total | 3,128 | 589 |

## K. PROFILES OF PUBLIC LIBRARIES IN COOS COUNTY - 1977-1978

**Bandon Public Library** - Judy Romans, Librarian. The Mayor appoints the Trustees with City Council approval. The library is open 32 hours per week with one full-time and one part-time staff member. The library had 19,000 book titles and 43 periodical subscriptions. Audio-visual materials are made up of 107 record titles. The library borrowed 174 items from other libraries and 258 items from the Oregon State Library. The total budget was $27,535 with $18,780 for salaries, $3,195 for books and $500 for periodicals. The Friends of the Library sponsored book sales with the funds being used to buy adult non-fiction and for children's books and services, including puppet shows. The library holds a summer reading program and a pre-school story hour.

**Coos Bay Public Library** - Carol Ventgen, Librarian. The City Council appoints the Trustees. The Library was open 57 hours (now 36) per week with ten (now four) full-time staff members. The library had 49,103 volumes, with 234 periodical subscriptions and 2,072 audio-visual titles. The library borrowed 643 items from other libraries, 466 from the Oregon State Library and loaned 201 items to other libraries. The total budget from local funds was $118,047 and $50,000 from federal funds with $95,291 for salaries, $33,865 for books and $1,962 for periodicals. The library services are publicized through television and the newspapers. The Friends of the Library hold a book sale, sponsor concerts in the library and provide refreshments for Senior Citizen Days. The library provides an outreach program.

**Coquille Public Library** - Shirley Easton, Librarian. The City Council appoints the Trustees. The library is open 44 hours per week with two full-time and three part-time staff members. The library had 16,422 volumes and 55 periodical subscriptions. The audio-visual materials are made up of 170 titles. The library borrowed 416 items from other libraries and borrowed 161 from the State Library. The library loaned 32 items to other libraries. The total budget was $42,059 with $30,812 for salaries, $5,177 for books and $990 for periodicals. The library has a Friends of the Library. The Library staff organized and presented story hours and a summer reading program as well as other programs for children. The library developed a slide program to publicize the services of the library.

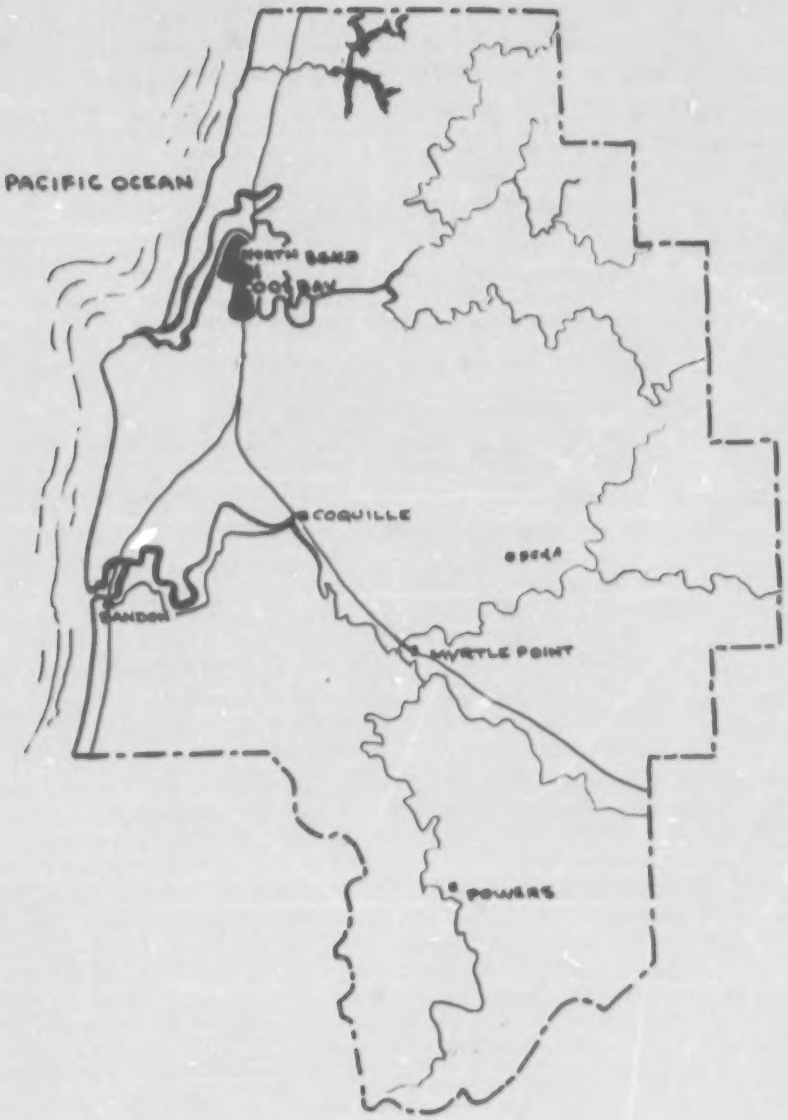
**Flora M. Laird Memorial Library, Myrtle Point** - Susan Messersmith, Librarian. The City Council appoints the Trustees. The library is open 34 hours per week with a staff of one full-time and two part-time members. The library had 14,312 titles and 55 periodical subscriptions. The library had 226 audio-visual titles. The total budget from local funds was $24,742 with $15,268 for salaries, $4,523 for books and $778 for periodicals. The library borrowed 259 items from other libraries and 118 from the Oregon State Library. The library loaned 50 items to other libraries. The library held a summer reading program. $920 was received as a state grant for glass enclosed book shelves to house the old and rare book collection of Coos County and part of the Oregon collection. The library holds a pre-school story hour.

**North Bend Public Library** - Gertrude Currier, Librarian. (Mrs. Currier retired in July, 1978, and Shelia Wilma was appointed Librarian.) The City Council appoints the Trustees. The library is open 55 hours per week, the highest number of hours any public library is open in Coos County. The staff consists of five full-time members. The library had 33,389 volumes and 430 audio-visual titles as well as 137 periodical subscriptions. The total budget was $65,780, with $52,058 for salaries, $8,117 for books and $1,334 for periodicals. The library borrowed a total of 163 items. The library has a Friends of the Library. An annual reading program for children is held in the summer. It maintains a shelf of adult books in the elementary schools of Lakeside and of North Bay.

**Hazel M. Lewis Library** - Powers - Florence Nicklaus, Librarian. The City Council appoints the Trustees. The library is open 18 hours per week with one staff member salaried for 22 hours per week and the other for 6 hours. The library had 12,340 book titles and 52 periodical subscriptions. The library does not have audio-visual materials. The library borrowed a total of 470 items on interlibrary loan and loaned 306 items. The total budget was $9,063, with $5,421 for salaries, $2,725 for books and $350 for periodicals. The library works closely with the schools.

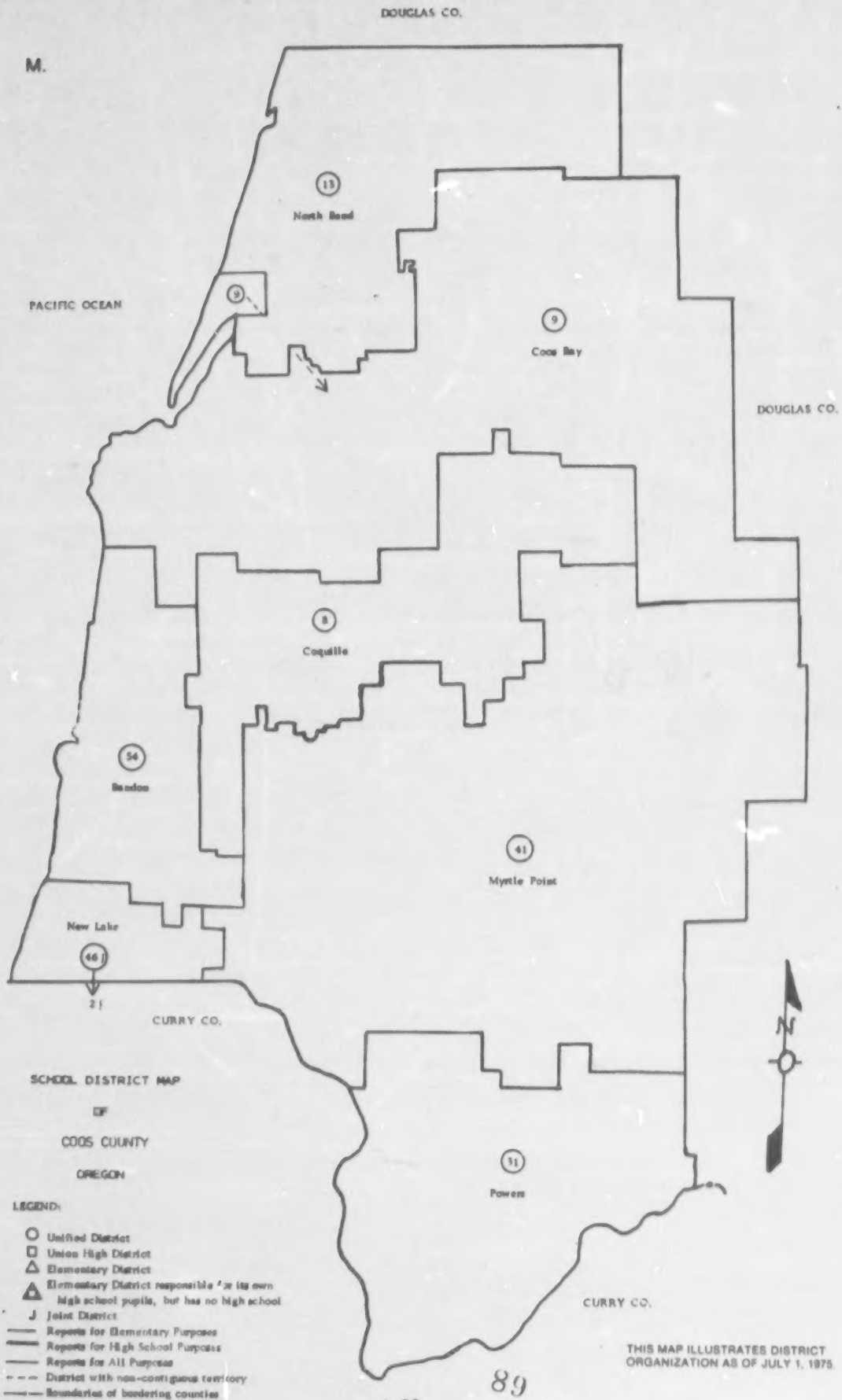
**Dora Public Library** - Carol Mason, Volunteer Librarian. The library is an all-volunteer library. The books are donated and the library is staffed by volunteers. It is located in an area where it is the only public library readily accessible. There is active use of the library.

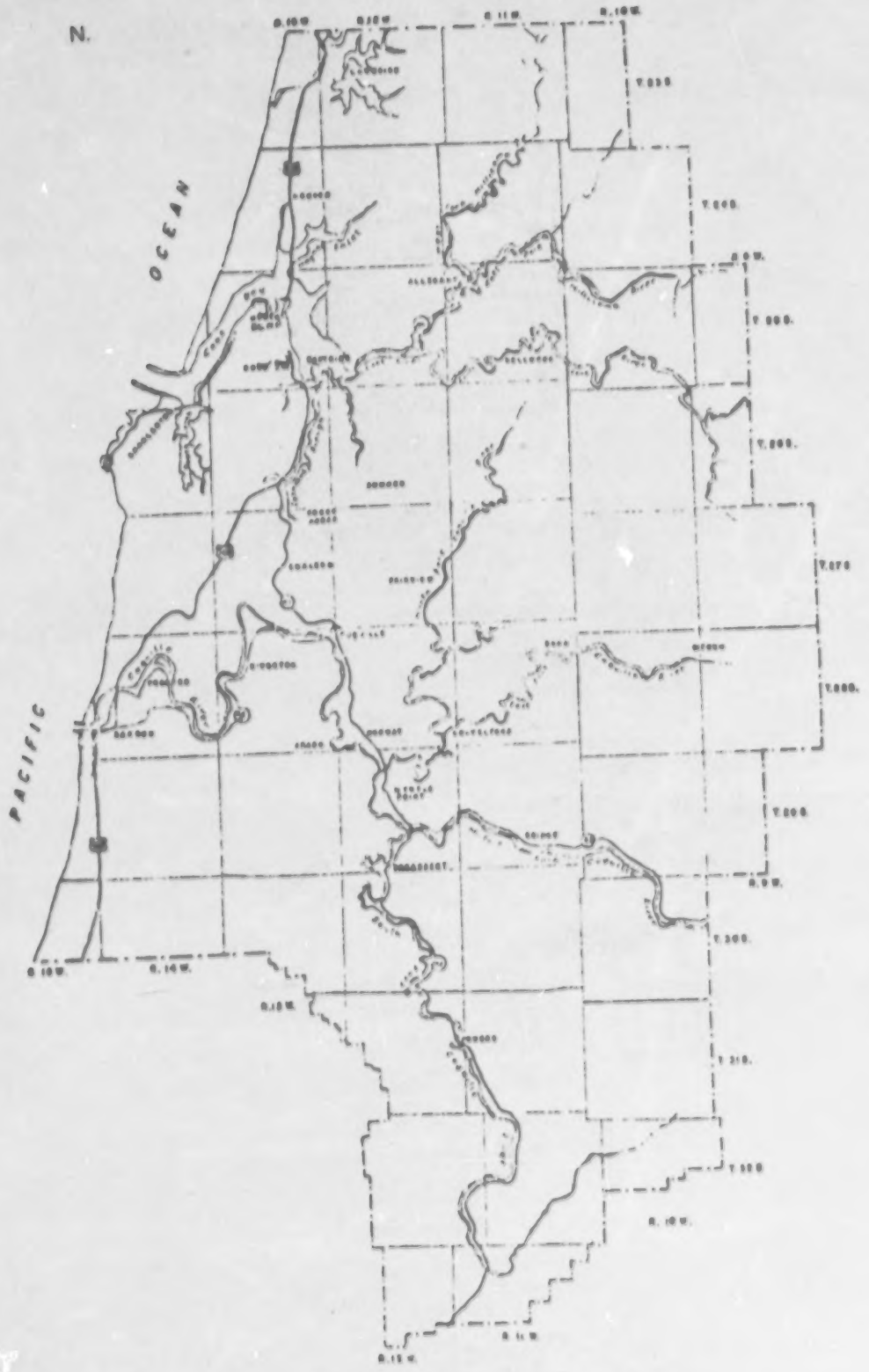
L.




COOS COUNTY: LOCATION OF PUBLIC LIBRARIES

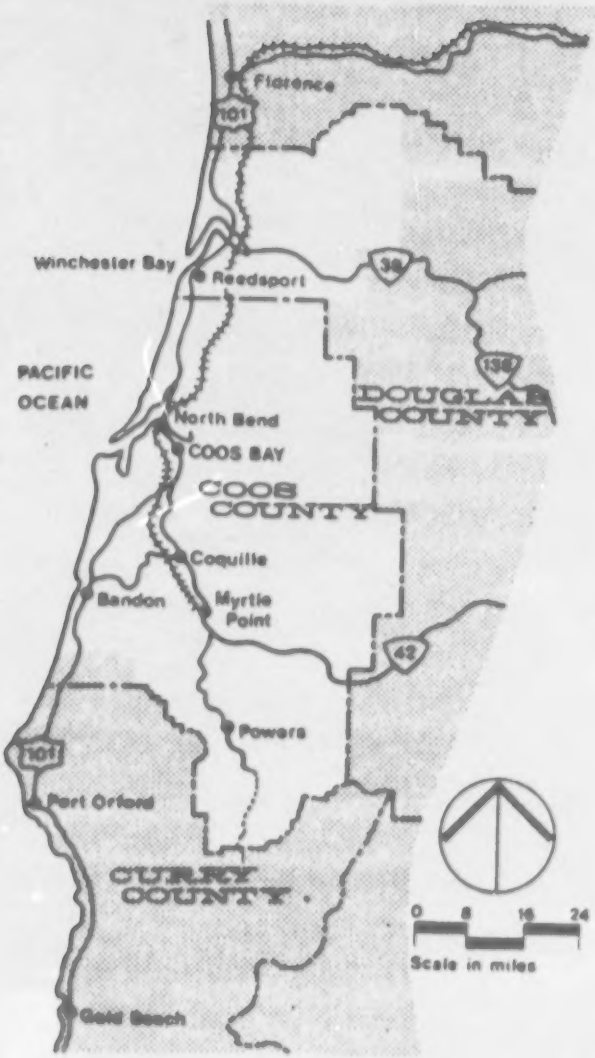
M.


DOUGLAS CO.
13
North Bend
PACIFIC OCEAN
9
9
Coos Bay
DOUGLAS CO.
8
Coquille
54
Bandon
41
Myrtle Point
New Lake
46
2
CURRY CO.
SCHOOL DISTRICT MAP
OF
COOS COUNTY
OREGON
LEGEND:
Unified District
Union High District
Elementary District
Elementary District responsible for its own high school pupils, but has no high school
J Joint District
Reports for Elementary Purposes
Reports for High School Purposes
Reports for All Purposes
District with non-contiguous territory
Boundaries of bordering counties
11
Powers
CURRY CO.
N
THIS MAP ILLUSTRATES DISTRICT ORGANIZATION AS OF JULY 1, 1975.




COOS COUNTY, OREGON

O.




SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT
COOS AND WESTERN DOUGLAS COUNTIES

P.

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